

**Department:** Health and Nutrition

**Job Description:** Child Nutrition Program Specialist, Bilingual (*Spanish*) preferred

**Reports to:** Director of Health and Nutrition

Child and Adult Care Food Program (CACFP) ensures that children in child care settings receive nutritious, well-balanced meals. Through an agreement with the New York State Department of Health, Child Care Council of Suffolk, Inc., serves as a sponsor for this federal program. We aim to improve the diet of children ages birth to 12 years of age, by providing training and offering a partial reimbursement to child care providers for the nutritious meals and snacks they serve.

**Job Summary:** The Child Nutrition Program Specialist will perform in-home evaluations of legally exempt and licensed/registered childcare providers to guarantee that they satisfy state regulations for health and safety. The specialist will also be responsible for overseeing and teaching participants in the Child and Adult Care Food Program (CACFP), completing enrollment, supplying technical advice, and stimulating active involvement of childcare providers. This role is based out of the Child Care Council of Suffolk offices and necessitates two to three days of fieldwork each week.

**Responsibilities and Duties:**

Under the supervision of the Director of Health and Nutrition, the Specialist shall be responsible for the following:

- Maintain thorough knowledge of USDA and NYS Dept. of Health CACFP regulations, OCFS regulations, and CACFP computer programs Minute Menu and CIPS
- Perform all required visits to prospective or participating childcare homes in accordance with all applicable regulations and department policies for compliance
- Provide on and off-site technical assistance in adherence to Council policy to providers with follow-up visits as needed
- Review provider monthly menu and claim forms for compliance
- Record and process all provider forms required by the NYS Department of Health and Child Care Council, including data entry
- Assist in the preparation of monthly reports and claims for submission to NYS DOH as well as monthly provider reimbursements
- Participate and assist in yearly mandated CACFP training, prepare and keep current all materials for nutrition training, handouts, and related activities
- Participate and assist in appropriate in-service training and agency events; attend outside meetings and conferences as directed
- Allow for flexibility with schedule and times needed for visits
- Other related duties as assigned.

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**Education and Qualifications:**

- High school diploma or equivalent, college preferred
- Early childhood or nutrition experience preferred
- Bilingual in English and Spanish (verbal and written) preferred
- Strong computer skills
- Ability to maintain client confidentiality
- Ability to work in a team
- Good organizational skills; ability to multi-task
- Strong interpersonal skills with experience dealing with diverse populations
- Valid NYS driver's license, reliable vehicle, and willingness to drive to all areas of Suffolk County
- Ability to work weekend hours on occasion

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