Sample Job Description

Area Agency on Aging Registered Dietitian Nutritionist

# Introduction

Section 339 of the Older Americans Act (OAA) requires state units on aging (SUAs) to employ the expertise of a dietitian in planning nutrition services or, if a dietitian is not available, an individual with education and training that is comparable to a dietitian. In addition, the OAA requires that local nutrition service providers solicit the advice of a dietitian or individual of comparable expertise. Area agencies on aging (AAA) that are direct nutrition service providers would need to meet this requirement and may decide to hire dietitians when they do not provide services directly. Dietitians can assist in developing practice and science-informed policies, procedures, guidance, and technical assistance.

This form is designed to assist AAAs who hire a dietitian or person of comparable expertise for the administration and planning of OAA Title III-C Senior Nutrition Program services. Areas highlighted in [yellow] require entry of specific information. Use of this form is voluntary. Review and customize this sample job description to your organizational needs.

# Job Title: AAA Registered Dietitian Nutritionist (RDN)

## Reports to: [Nutrition Program Manager]

## Position summary:

The AAA of [area name] administers the OAA Title III-C Senior Nutrition Program. The RDN is responsible for providing oversight of nutrition services for the AAA’s contracted nutrition service providers.

Specifically, the RDN is responsible for program development and compliance monitoring, food service management, nutrition education, community outreach, and administrative duties to the AAA and its contracted nutrition service providers.

## Requirements:

### Minimum requirements

* Current registration as a RDN with the Commission on Dietetic Registration.
* Licensed dietitian (as required by [state] law)
* Current food safety manager certification or ability to obtain within 90 days.
* At least two years’ experience working with older adults and their nutritional needs and the ability to screen for malnutrition and food insecurity.
* At least one years’ experience in food service management.
* Ability to plan and evaluate menus that are well balanced; nutritious; and comply with federal, state, and AAA policies.
* Ability to monitor and evaluate food quality, food handling, food safety and sanitation activities, and plan necessary training for program improvements.

### Preferred requirements

* One year of experience providing nutrition services to older adults or adults with disabilities.
* Knowledge of state and federal nutrition assistance programs.
* Strong technical writing skills.
* Experience with public speaking.
* Experience with medical billing.

## Responsibilities

### Compliance Monitoring

* [Annual] program monitoring of service providers to certify:
  + Meals comply with federal, state, and AAA nutrition requirements.
  + Food safety practices and standards are in accordance with state and local health department food safety and sanitation requirements.
  + Training for food service staff and volunteers is provided on:
    - Food safety and sanitation.
    - Meal service essentials (serving sizes, dining room service, etc.)
    - Nutrition standards and menus.
  + Materials, such as nutrition education and food safety information provided to participants follow state and AAA policies related to providing information in languages other than English.
  + Nutrition screening scores are accurately collected from all participants in compliance with requirements.
  + Nutrition program service reporting by meal sites is done in coordination with AAA staff.
* [Annual] monitoring of all service provider kitchens and congregate sites to ensure the following meet federal, state, and AAA requirements:
  + Food handling and food safety policies and procedures.
  + Adherence to approved menu, menu posting, and menu substitution policy.
  + Use of standardized recipes and portion control.
  + Proper inventory management and storage.
  + Temperature monitoring of food, meals, and equipment.
  + Participant satisfaction surveys and data collection.
  + Reservation procedures.
  + Handling and confidentiality of participant voluntary contributions.
* [Annual] monitoring of home-delivered meals (HDM) to ensure the following meet federal, state, and/or AAA requirements:
  + Food handling and safety policies and procedures.
  + Meal assembly, packaging, and delivery procedures.
  + Sanitary delivery of HDMs, including driver techniques, such as the handling of meals and carriers.
  + Adherence to approved menu, menu distribution, and menu substitution policy.
  + Participant satisfaction surveys and data collection.
  + Procedures related to service initiation and meal cancellation.
  + Assessments, re-assessments, and prioritizing of HDM participants.
  + Handling and confidentiality of participant voluntary contributions.
* Monitoring nutrition sites that do not prepare food:
  + Establish regular inspections of nutrition sites that do not prepare food if there is evidence for an increased risk for food safety violations or a history of serious corrective actions.
  + [At least every other year], inspect low risk nutrition sites that do not prepare food.

### Reports

* Submit monitoring and inspection reports to appropriate AAA staff and nutrition services providers.
* Prepare a year-end summary report on nutrition monitoring and inspections and maintain appropriate documentation on file.

### Menu Planning

* Ensure compliance with nutritional requirements in accordance with the OAA:
  + Ensure the Dietary Reference Intakes (DRIs) requirements are met.
  + Ensure that meals comply with the most current version of the Dietary Guidelines for Americans.
  + Ensure that meals meet the requirements set forth in state and AAA policies.
* Develop food specifications and substitution lists for local nutrition service provider use.
* Ensure that procedures are in place to obtain views about the services provided and received from participants and other individuals knowledgeable with regard to the needs of older adults.
* Provide technical support to contracted nutrition services providers on menus used at congregate and HDM sites.

### Nutrition Education

* Ensure nutrition education programming is compliant with federal, state, and AAA policies:
  + Nutrition education programming is appropriate to the population served and based on the needs and interests of participants.
  + Nutrition education materials are designed for older adults.
  + Nutrition education materials are available in languages other than English.
  + Frequency of nutrition education sessions.
  + Only approved nutrition education materials are used (such as handouts, newsletters, displays, social media posts, and in-person or virtual presentations and demonstrations).
  + Sessions are reported accurately in the state reporting system.
* Provide technical support to contracted nutrition services providers on nutrition education programming for congregate and HDM programs.

### Administrative Responsibilities and Outreach

* Participate in the development and maintenance of AAA nutrition service policies, procedures, and standards as needed.
* Through partnerships or direct service provision, develop or enhance programs to screen for malnutrition and provide nutrition counseling for eligible individuals at high nutrition risk.
* Participate in developing and evaluating the AAA’s request for proposals concerning nutrition services and contract applications.
* Participate in area plan development related to nutrition services.
* Promote problem solving, participate in information sharing, and enhance senior nutrition program activities among service providers.
* Serve as a liaison on nutrition issues with the SUA nutrition program director.
* Participate in state reporting reviews and coordinate with other state agency departments to ensure accuracy, develop variance rationales, and collect other state or federally required information.

### Additional Responsibilities

* Attend AAA meetings and other appropriate meetings and conferences as approved by AAA nutrition program manager.
* Collaborate with local universities and technical programs to support placement and oversight of dietetic interns and education-related learning experiences for high school and college students.
* Serve as a liaison to the state and local dietetic associations and regional health care organizations to raise awareness of the nutrition program for volunteer recruitment and potential grant partners.
* Identify and monitor sources of grant funding for the nutrition program and assist with applications and implementation support.
* Assist with special projects as requested.
* Respond in writing to written requests from AAA staff and nutrition service providers for direction, guidance, and interpretation of instructions.