Greater Wisconsin Agency on Aging Resources

Position Description

# Position Title: Older Americans Act Consultant-Nutrition Specialist

Reports to: Older Americans Act Programs and Special Projects Manager

Position Status: This is a full-time, limited term (with potential to be regular full-time) exempt position working standard business hours Monday through Friday with some overnights required.

**Position Summary:**

This position will be part of a team providing ongoing training and technical assistance to county aging units/ADRCs in our 70-county service area with a primary focus on, but not exclusively limited to, the Elderly Nutrition Program.

**Essential Job Functions:**

1. Maintain understanding of current programs, policies, and procedures related to the Elderly Nutrition Program (ENP), including how this program and its policies and procedures directly affect services to older adults.
2. Provide help and advice to providers regarding ENP issues.
3. Plan and facilitate effective meetings with providers and stakeholders around the ENP and general aging services.
4. Present ideas and concepts orally and in writing to governmental policy and advisory boards or committees in order to advance the mission of the agency.
5. Establish and maintain effective relationships with county staff, elected officials, and other federal, state, regional, and local aging service entities.
6. Assist aging units and individuals to manage change in response to changing needs of providers and other stakeholders.
7. Conduct project and program evaluation in order to assure quality and consistent services throughout the network.
8. Plan and implement rapid cycle improvement projects designed to improve processes or services to consumers.
9. Work effectively as a team member to accomplish team and agency projects.
10. Review county aging plans and provide effective feedback leading to agency approval of plans.
11. Upon request, assist other teams in accomplishing project goals.

**Qualifications:**

Registered dietician with 3 years of related experience is preferred but not required. Proven experience working as a member of a team. Experience working with program policy as well as successfully advocating for changes in policy, personnel, or programs related to better meeting the needs of older people. Must be able to work effectively with limited management direction and have good writing and verbal communication skills. Must also be well-organized and demonstrate initiative. Must be able to travel within our 70-county service region.