



Our mission at *Apicha Community Health Center* is to improve the health of our community and to increase access to comprehensive primary care, preventive health services, mental health, and supportive services. We are committed to excellence and to providing culturally competent services that enhance the quality of life. We advocate for and provide a welcoming environment for underserved and vulnerable people, especially Asians and Pacific Islanders, the LGBT Community and individuals living with and affected by HIV/AIDS.

**Position Title:** Nutrition Education Coordinator

**Report to:** Director of Support Services

**FLSA Status:** Exempt

**Duties and Responsibilities:**

- Adheres to AIDS Institute requirements for the provision of Nutrition Health Education program.
- Develops nutrition health education plans that incorporate: goals and objectives, frequency and duration of the sessions, HIV specific health and nutrition topics.
- Reviews RD assessment and dietary recommendations to determine the food and meal service client receives; and type of health education appropriate to meet needs.
- Establishes connections and communicates frequently with Medical Nutrition Programs/Practitioners, and RDs; and makes referrals as necessary and appropriate.
- Ensure up to date maintenance of client-related records and other required documentation according to the protocols and standards of Apicha's Department of Support Services within required time frame.
- Ensures clients' adherence to NHE policies and procedures follows protocol for food pantry and voucher distribution.
- Acts as Team Leader with Nutrition Program Assistant to coordinate activities including train and orient staff, supervise staff and ensure adherence to the protocols and standards of Department of Support Services which in line with the Agency.
- Monitors, in conjunction with the Director of Support Services, the appropriateness of food and meal service provided to the program's clients.
- Work with the Director of Support Services to conduct the Continue Quality Improvement activities of the NHE program.
- Assist the Director of Support Services to update and revise protocols and procedures for the NHE program.
- Ensure data entry accuracy entered to various reporting system (e.g., eICARE, AIRS).
- Write and submit both external and internal reports adhering to deadlines.
- Maintain financial and program variances of NHE contract.
- Recruit and negotiate with vendors that will accept APICHA Food Voucher.
- Work closely with other staff of the Department of Support Services to coordinate clients' care.
- Represent APICHA to other community-based organizations and government agencies to promote services that APICHA provides including recruitment.
- Design, edit and publish a monthly Departmental newsletter and calendar for APICHA clients/patients for update medical information, APICHA NHE and other services.
- Assist the Director of Support Services to coordinate and attend all required training sessions and meeting (e.g., care planning, ad hoc, training, and supervision).
- Actively participate in all agency and program activities.
- Performs other duties as assigned.

**Qualifications:**

- BA or BS in Nutrition or related field such as health education or family and consumer sciences. MA preferred.
- Experience with basic bookkeeping is strongly preferred.
- 2 years of experience working in the field of HIV/AIDS or with other chronic illness.
- 2 years of experience developing and facilitating nutrition health education.
- Fluency in one or more Asian languages is preferred.
- Excellent organization, written, verbal, and interpersonal communication skills in English required.
- Consistent team player capable of effectively operating within the organizational structure.



- Self-starter and good team player.
- Ability to adapt changing needs of communities and funder's requirements.
- Ability to work flexible hours including some evenings and weekends.
- Ability to prioritize and handle multiple tasks by due date.
- Computer literacy – ability to learn and adapt to different reporting platforms within required time frames.
- Proof of immunization or immunity to certain communicable diseases (including influenza during the flu season) and testing for tuberculosis is required. These certifications are required by the NYC DOHMH Health Code, NYSDOH and OSHA.

Apicha CHC is an Equal Opportunity Employer. M/F/D/V/SO