

**IRIS HOUSE, A CENTER FOR WOMEN LIVING WITH HIV, INC.
POSITION DESCRIPTION**

IRIS HOUSE, established in 1993 by the Women and AIDS Working Group, saves lives through comprehensive support, prevention and education services for women, families, and underserved populations affected by HIV/AIDS and other health disparities in a safe, family-centered environment by passionate, professional and culturally competent staff. To fulfill our mission, Iris House offers practical, family-centered services that promote prevention and education while addressing the day-to-day realities of living with HIV/AIDS. All of our programs are developed to achieve the following goals:

- To promote and support independent functioning for our clients, to improve quality of life, and to maintain optimum health status for clients and their families;
- To educate policy makers, elected officials, and human health service providers about the issues and concerns affecting our clients and their families; and
- To advocate for changes in policy and programs that are more responsive to the needs of women and their families.

Position Title: Community Nutrition Educator

FLSA Status: Exempt

Department: Food and Nutrition

Reports To: Director – Food and Nutrition

Location: West Side Headquarters (2348 Adam Clayton Powell Blvd)

POSITION SUMMARY

The Community Nutrition Educator (CNE) is responsible for the coordination of group and individual nutrition health education, the review of client assessments, referrals and program eligibility, the tracking of client progress in the program. The CNE also ensures data collection and entry into the charts and outcome measurement.

Please Note: Registered Dietitians are not eligible for this grant-funded position

ESSENTIAL POSITION FUNCTIONS

1. Adheres to funder and agency requirements for the provision of Nutrition Health Education (NHE).
2. Develops nutrition health education plans that incorporate: goals and objectives, frequency and duration of sessions, HIV specific health and nutrition topics.
3. Reviews Registered Dietician (RD) assessment and dietary recommendation to determine food service client receives and type of health education appropriate for client needs.
4. Responsible for maintaining client records and works as part of Continuous Quality Improvement (CQI) and evaluation team for program improvement; Maintains client records that document attendance, participation, progress, accomplishments, and additional needs, referrals and goal.
5. Monitors, in conjunction with the Program Director, the appropriateness of the food service provided to the client.
6. Establishes connections and communicates frequently with Medical Nutrition Programs/Practitioners and RDs and makes referrals as necessary and appropriate.
7. Completes NHE and Food program screening form which includes the reasons for client participation in the program

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8. Ensure clients' adherence to all program policies and procedures and follows program protocols for participation, pantry bag distribution and incentives.
9. Acts as Team Leader to conduct community coordination activities.
10. Communicates and collaborates with Funder and responds timely and appropriately to all requests from funder, Program Director and Executive Director.
11. Attend and successfully complete all required training and represent the agency at various venues promoting the program and the agency.
12. Perform other duties as assigned by the Program Director.

OTHER POSITION FUNCTIONS

1. Serves as a liaison between Iris House and program providers and partners.
2. Demonstrates teamwork and open communication and has good interpersonal skills.
3. Participate in in-house and community presentations, research and grant writing.
4. Performs other related duties as assigned.

POSITION REQUIREMENTS

- Education:** BA/BS or MA in Nutrition or related field such as health education or family and consumer sciences
- Experience:** 2-3 years experience working in the field of HIV/AIDS or with other chronic illness;
2-3 years experience developing and facilitating nutrition health education
- Other Requirements:** bilingual (Spanish/English) strongly preferred.
- Must have excellent presentation and writing skills.
- Possess an understanding of community level work and the importance of collaborating with other agencies.
- Position requires cultural and linguistic competency with the target population.

CONTACTS

- Internal:** Frequent contact with program directors and staff members from other departments.
- External:** Frequent contact with program partners and providers.

**Qualified candidates must send a cover letter and resume (as an attachment)
to Jon Diamond, Director, Food and Nutrition Services, at jdiamond@irishouse.org**