



## SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

---

### WEBSITE AD

**NAME OF POSTION:** Health and Nutrition Program Coordinator II  
**FLSA:** Full Time, Non-Exempt

**Description:** SEAGO is seeking applications for Health and Nutrition Coordinator II. Under direct supervision, assists in monitoring subcontractors for the Older Americans Act funded nutrition programs throughout the SEAGO region; assists in developing and implementing a plan for providing evidence records on clients, maintaining program administrative files, and responding to questions from providers and clients; and assists in the development and implementation of new health and nutrition related programs. See the following pages for full job description. This is a full-time non-exempt position with a pay range of \$14.00 - \$18.00 per hour plus travel expenses.

AZ state retirement and health insurance benefits are provided.

Contact Diane Becerra at (520) 432-5301 X 207 if you have any questions. Click [HERE](#) to apply or e-mail or send a resume and three **professional** references to:

SEAGO ATTN:  
Diane Becerra  
1403 HWY 92  
Bisbee, AZ 85603  
[dbecerra@seago.org](mailto:dbecerra@seago.org)

**SEAGO IS AN EQUAL OPPORTUNITY EMPLOYER.**



## Health and Nutrition Program Coordinator II Job Description

---

**TITLE:** Health and Nutrition Program Coordinator II

**JOB CODE:** 236

**FLSA:** Non-Exempt, Part Time

**PREPARED:** February 2020

**UPDATED:**

---

**Summary:** Under the direction and supervision of the Lead Health and Nutrition Coordinator, assists in monitoring subcontractors for the Older Americans Act-funded nutrition programs throughout the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; assists in developing and implementing a plan for providing evidence-based health promotion and disease prevention programs in the four-county region; assists in maintaining records on clients, maintaining program administrative files, and responding to questions from providers and clients; and assists in the development and implementation of new health and nutrition-related programs within the Area Agency on Aging.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional tasks.*

- Works with the Lead Health and Nutrition Coordinator to develop, implement, and sustain the Real Emergency and Disaster Innovation (READI) meals program. This includes monitoring each selected nutrition site's compliance with memorandums of understanding with the SEAGO AAA, completion of forms and documents necessary for tracking, logging, and recording information to ensure compliance with the Arizona Department of Economic Security Division of Aging and Adult Services (DAAS) standards, ongoing training/retraining of nutrition site staff/volunteers, and identifying and applying for funding to sustain and expand the program.
- Assists the Lead Health and Nutrition Coordinator in reviewing menus from all meals sites; monitoring provider compliance with the Nutrition, Food Service and Wellness Manual issued by DES Division of Aging and Adult Services (DAAS); scheduling dates for monitoring visits; reviewing contract compliance, and follows up on findings and non-compliance issues as needed.
- Assists the Lead Health and Nutrition Coordinator in providing nutritional information to meal sites; arranging for nutrition training or technical assistance to providers, staff, and volunteers; and reviewing menus from sites for usage as needed.
- Assists the Lead Health and Nutrition Coordinator to identify the communities where evidence-based programs are to be implemented and assists with outreach and engagement as needed.
- Assists the Lead Health and Nutrition Coordinator in developing a list and schedule of wellness and health education programs available in the SEAGO region, including all identifiable providers; assists in providing training and technical assistance to partner agencies and to other trainers and lay leaders as needed.
- Attends regional partnership meetings regarding CDSMP with the Arizona Living Well Institute, the Cochise Health and Social Services Department, Mt. Graham Regional Health Center, and Greenlee County Health Department as needed.
- Assists the Lead Health and Nutrition Coordinator in distributing notices of health promotion sessions; assists in conducting community training with other certified trainers per training schedule; assists in developing survey forms to obtain and process attendee feedback on training as needed.
- Assists the Lead Health and Nutrition Coordinator in developing and submitting informational articles for local newspapers as needed.
- Collaborates with the Lead Health and Nutrition Coordinator to prepare monthly programmatic reports for SEAGO AAA reporting compliance with ADES Division of Aging and Adult Services.
- Collaborates with the Lead Health and Nutrition Coordinator to set up and maintain a variety of client records in established computer databases; audit information for accuracy and follow up to verify data and collect missing information.

## Job Description

### 236 Health and Nutrition Program Coordinator II

- Coordinates with the Lead Health and Nutrition Coordinator to maintain hard copy files for each client and for contracted providers and maintain records of services provided.
- Coordinates with the Lead Health and Nutrition Coordinator to maintain a mailing list of contracted providers, home care staff, case managers, public fiduciaries, and other interested parties; sends periodic mailings that summarize issues impacting the program services and recipients.
- Receives and responds to basic questions regarding the program from clients and eligible residents; refers more complex questions to the Lead Health and Nutrition Coordinator; provides a high level of customer service.
- Assists the Lead Health and Nutrition Coordinator to expand the recruitment and retention of volunteers.
- Performs other related duties as assigned.

#### Desirable Knowledge, Skills, and Experience:

- Experience working in the public sector and nonprofit organizations.
- Knowledge of SEAGO policies, operations, and services.
- Knowledge of the services provided and the eligibility requirements for the assigned programs.
- Knowledge of federal and state laws and regulations that regulate program operations.
- Willingness to learn about and support the principles and protocols of evidence-based programs.
- Knowledge of community needs and resources available to meet these needs.
- Skill in researching, gathering, analyzing, and reporting on the needs of the community, and trends and approaches in service delivery.
- Willingness to learn about and support the principles and protocols of evidence-based programs.
- Serve-Safe Food Handler certification or equivalent certificate.
- Skill in establishing, maintaining, and updating computer databases, files, and records.
- Ability to speak, read, and write Spanish preferably.

#### Education, Experience, and Certifications:

A minimum of 4 years experience in the public or non-profit sector, working in the preferred fields, or any combination of education, Bachelor's degree in public health, health education, or related field preferred. Training and experience which provides the following **required knowledge, skills, and abilities**:

- Knowledge, experience, and interest in working with older adults.
- Knowledge about the special needs of older adults.
- Experience with facilitating group processes, teaching, leading group discussions, and role-playing.
- Outstanding communication skills including written, verbal, and presentation skills.
- Demonstrated proficiency with the Internet and Microsoft Office (Word, Excel, and PowerPoint).
- Ability to quickly understand key programmatic activities and challenges.
- Demonstrated ability to learn, analyze, and synthesize new information quickly and make decisions.
- Demonstrated experience handling multiple assignments and meeting deadlines with attention to accuracy and detail, while thinking broadly and handling a high volume of work.
- Skill in organizing and prioritizing work and in meeting deadlines.
- Ability to organize and maintain records, prepare reports, and compose correspondence related to the work.
- Strong interpersonal skills with the ability to develop and sustain effective collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions.
- Ability to complete required certification/licensure standards.
- Must be highly motivated and productive in a dynamic environment.
- Ability to maintain the confidentiality of personal information collected from clients and employees.
- Ability to work in a team environment and enthusiasm about being a member of a team.
- Ability to work independently with limited supervision.

## Job Description

### 236 Health and Nutrition Program Coordinator II

#### Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast-paced office environment with frequent interruptions and irregularities in the work schedule.
- This position may require community work and travel to and from various community locations, therefore, the selected individual in this position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- Ability to lift up to 20 pounds.
- Ability to communicate by voice, use sight, and hearing.
- Ability to perform a range of motion and low-level endurance exercises and to demonstrate A Matter of Balance and other evidence-based program exercises. Otherwise, no special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

#### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Operation of motorized vehicles may be required for travel.

#### Other Requirements:

- Must possess a valid State of Arizona driver's license.
- Must have access to reliable transportation and the ability to demonstrate proof of vehicle insurance.
- Must pass a Central Registry Background Check and must possess or be able to obtain a valid fingerprint clearance card that meets Level One requirements as described in A.R.S. §41-1758.07.

#### Grant Funded:

This is a grant-funded position that has been created to perform the duties and meet the requirements of one or more grants. The position is paid through funds received by SEAGO for the administration of the grant. If the funding is withdrawn or significantly reduced, the position may be eliminated, and/or the employee will be subject to layoff procedures or a reduced work schedule.

***The Southeastern Arizona Governments Organization provides equal employment opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability, political affiliation, veteran status, genetics, or any other protected status in accordance with applicable federal laws.***

#### Approvals:

---

**Name:****Title:** Health and Nutrition Coordinator II

---

**Date**

---

**Name:** Randy Heiss**Title:** Executive Director

---

**Date**