



United 4 Children Job Description

Team: Programs

Reports to: Nutrition Manager

Title: Nutrition Specialist- Greater St. Louis Region

Salary Range: Starting at \$30,000 - \$40,000 dependent on experience, with opportunities to grow over time and with proven success.

Summary of Programs

All programs at United 4 Children use evaluation and assessment, education, and coaching to empower caregivers to nurture whole-child development through early childhood and afterschool programs. We strive to achieve the following outcomes.

1. Children are welcomed in accessible childcare settings and supported with their unique needs.
2. Early childhood educators are empowered to implement high quality care for children birth through third grade.
3. Communities, families, and early childhood educators understand and are equipped to nurture whole child well-being and development.

Our clients are early childhood educators, families, children, and the communities they are in. We serve the states of Missouri and Illinois, and each team member is responsible for a geographic region and caseload.

Summary of Position

The Nutrition Specialist for the **Greater St. Louis Region of Missouri and Illinois** will work collaboratively with early care and education programs to implement support services of the Child and Adult Food Care Program. Support services includes but is not limited to; professional development and education, on-site modeling, coaching, technical assistance, face to face and phone coaching, reporting, and evaluation. A successful candidate will work collaboratively with the childcare programs to provide resources, coaching, professional development, and evaluation. Connections with the care providers in service delivery area will be built through relationships, using an equity lens, while working toward solutions that help create a dynamic space for children.

Travel through the service delivery region of Missouri and Illinois is required.

Core Values

U4C is an equal opportunity employer. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The core values of United 4 Children steer all the work that we do. It is expected that employees commit to these values.

Community

- Everyone has an opportunity to participate.
- Actively engage during and after both internal and external meetings.

Trust

- Work to build mutual trust through respectful relationships.
- Join your stretch zone.

Equity

- Listen, ask, clarify.
- Practice self-awareness.

Empathy

- Find positive intent and respect one's feelings.
- Check on your teammates.

Required Quality Commitments

- Commitment to modeling United 4 Children's Core values
- Desire to ensure that every child has the foundation to thrive
- Ability to work on multiple teams
- Collaborate internally and externally
- Adeptly use organizational systems and technology to track data and communicate internally and externally, for example usage of Office 365
- Demonstrate commitment to meeting deadlines and being accountable
- Showcase integrity by following through with your commitments
- Commit to personal and agency professional development
- Champion the mission and vision of United 4 Children professionally and personally
- Follow ethical standards and confidentiality
- Professionally represent United 4 Children at internal and external meetings and events
- Always accept requirements of mandated reporting
- Pro-actively communicate to team when changes are needed
- Showcase desire to take initiative and work independently
- Demonstrate ability to work in person and virtually

Required Workplace Commitments

Travel

- Must travel between home, office and designated childcare centers and/or homes throughout the designated service delivery area
- Travel may include regional and national meetings and conferences
- Must have valid driver's license, reliable personal transportation as needed, and carry automobile insurance with the required level (\$300,000/\$100,000) of liability insurance

Home Office

- Must have ability to work away from the St. Louis office - a computer will be provided
- Must provide immediate supervisor an anticipated schedule of work with updates as needed

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- Must be available for agency needs during the open hours of United 4 Children

Physical Requirements

- We will work with qualified candidates to make an accommodation plan if needed

Required Responsibility Commitments

- Develop and maintain relationships across teams at United 4 Children
- Develop and maintain relationships with clients- childcare program staff, children, families, and the community
- Develop and maintain relationships with partners- service agencies
- Adhere to United 4 Children requirements of service delivery
- Adhere to program specific grant and deliverable requirements
- Attend required meetings
- Maintain account on Missouri Workshop Calendar with your United 4 Children email address
- Track and enter data on designated platform(s)
- Submit reports and data as outlined in program requirements
- Follow agency financial standard operating procedures
- Work with team to plan and submit appropriate development and public relations content
- Stay informed of current research and trends related to child development
- Model United 4 Children implementation priorities of: The Teaching Pyramid and Conscious Discipline
- Provide strategic planning support through feedback and implementation
- Other duties as assigned

Required Experience Commitments

- Bachelor’s degree preferred, with some course work in nutrition education, social services or a related field required, plus two years of paid professional work experience.
- Differing combinations of education and work experience may be considered.
- Familiarity with family childcare is preferred
- Development of skills while working with diverse populations
- Successful implementation of trauma informed strategies
- Diligent use of a justice, equity, and inclusion lens when working with self and others
- Successful at working in multiple teams simultaneously

Estimated Time Commitments

- Some evenings and weekends required
- The chart below is based on monthly *estimates*
- Complete other duties as assigned

Nutrition

Activity	Deliverables	Percentage of time	Hour breakdown
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Agency Activities	<ul style="list-style-type: none"> • Attend and participate in meetings, communicate key information to team- Core team, All Staff, and Consultant Business • Promote activities related to Equity and Design Team • Support agency fundraising events • Participate in professional development 	3%	5.1
Evaluation/Assessment	<ul style="list-style-type: none"> • Provider site visits • Menu and food service verification 	30%	51.9
Education	<ul style="list-style-type: none"> • Provide 2 hours of required Child and Adult Care Food Program training for each provider • Verify knowledge gained through quizzes 	5%	8.6
Coaching	<ul style="list-style-type: none"> • Conduct 3 visits – 2 unannounced, 1 announced per provider • Provide support to providers with menus, rules, regulations, creditable foods, and paperwork pertaining to Child and Adult Care Food Program. 	5%	8.6
Data, reports and office work	<ul style="list-style-type: none"> • Provide data for program planner • Complete required grant reporting • Complete required agency reporting • Maintain appropriate files, reports and data • Collaborate with Development department on grants and marketing of program • Utilize O365 communication for internal and external communication in a timely manner • Follow accounting procedures to support non-personnel direct budget tracking and purchasing 	36%	62.3
Strategy meetings	<ul style="list-style-type: none"> • Attend and participate in meetings, communicate key information to internal/external teams- Program check ins, team meetings, United States Department of Agriculture, Illinois School Board of Education, MO Department of Health and Senior Services, etc. 	3%	5.1

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Relationship building	<ul style="list-style-type: none"> • Recruiting Programs • Client support • Client incentives 	5%	8.6
Events	<ul style="list-style-type: none"> • Support and participate in planning and delivery of required program events: booths at conferences, fairs, etc. • Support the U4C annual conference 	5%	6.9
Paid time off	<ul style="list-style-type: none"> • Approved leave 	8%	13.3
Total		100%	170.4 out of 173.3

To Apply

Applications accepted until July 20, 2021. To apply for this position please send resume and cover letter to ziege@united4children.org.

United 4 Children (U4C) is an equal opportunity employer.

In accordance with applicable law, discrimination is prohibited against any applicant or employee based on any legally-recognized basis, including, but not limited to: race, color, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status or any other status protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

United 4 Children will provide reasonable accommodation for otherwise qualified individuals with a disability. U4C will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

United 4 Children is also committed to not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability and will also consider requests

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for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

United 4 Children will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible.

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