



## Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

HEAD START / EARLY HEAD START / STATE PRE-SCHOOL /

*Excellence in Early Childhood Education and Human Services*

3450 E. Sierra Madre Blvd. • Pasadena, CA 91107 • Tel: (626) 572-5107 • Fax: (626) 572-7663



**POST**

### Consultant Opportunity—Registered Dietician (RD) Consultant

Posted Date: May 26, 2023

Deadline Date: June 9, 2023, Or Open Until Filled

**Position Title:** Registered Dietician (RD) CONSULTANT  
**Reports to:** Health/Nutrition Coordinator  
**Department:** Nutrition Services  
**Employment Status:** CONSULTANT- Independent Contractor  
**Work Location:** FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

- 3450 E. Sierra Madre Blvd. Pasadena, CA 91107
- Boyle Heights, Echo Park, and Hollywood
- Site Expansion for PY 22-23: Lincoln Heights and Highland Park

**Review our website:** [www.foundationheadstart.org](http://www.foundationheadstart.org) for specific site locations.

***Rate of compensation varies between \$50-\$55 an hour based on qualifications of education and experience.***

#### SUMMARY OF DUTIES

Under the supervision of the Health/Nutrition Coordinator, the RD Consultant will be responsible for the following services for children 0-5 years of age:

- Assist with Child and Adult Care Food Program (CACFP) classroom and food monitoring when assigned by the Coordinator
- Review nutrition screenings and assessment forms for children identified with Nutrition concerns within the required timelines
- Develop individual care plans for children identified with food allergies including those taking medication for the allergy
- Provide intervention methods based on the diagnosis.
- Complete quarterly Nutrition Reports, and other requirements per agency policies and funding source requirements
- Contact families and/or physicians when determined there is concern with the child.
- Conduct training for staff, including Teaching Staff and Family Service Associates and others on topics related to Nutrition and the referral process and identifying concerns.
- Conduct parent trainings at sites or via zoom (or other virtual platforms) on topics identified through children's assessment results and/or Health/Nutrition Coordinator request.
- Enter completed assessments into Child Plus
- Use of virtual modes of communication, such as Zoom meetings during times that local regulations require social distancing and limited in-person contact.
- Meet with parents at the site, home or virtually to discuss parent concerns, review results of growth assessments, and discuss food allergies and/or dietary restrictions, as a part of completing the nutrition assessment.
- Review medical statements as it pertains to food allergies
- Review menu(s)
- Work closely with the Registered Nurse (RN) consultant to ensure that Individual Health Care Plans are completed accurately and timely

**QUALIFICATIONS, EXPERIENCE & SKILLS**

**Education:** Registered Dietician license and a Bachelor's degree in nutrition, public health, dieticians, health/nutrition education, health administration, maternal and child health, or a related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation.

**Experience:** Minimum 3 years' experience in health/nutrition services administering or providing direct services to children between the ages of 0-5 years old and their families.

**Knowledge and Skills:**

- Expertise in nutrition services, food service management, child health, CACFP requirements, and ability to work with the enrolled population.
- Experience working with families and children on topics related to nutrition health
- Strong computer skills, with experience working on a data base system, preferably Child Plus
- Bilingual: English/Spanish Preferred
- Strong communication skills

**SPECIAL REQUIREMENTS**

**Prior to hire, the following must be assured:**

**Eligibility to Work:** All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

**Medical Examination:** Must submit a medical examination demonstrating capability to perform type of work required and must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), Measles (MMR), and COVID-19 vaccination series.

**Fingerprint Clearances:** All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and Child Abuse Central Index, prior to starting work.

**Other Special Requirement:** Must have the use of an automobile with adequate insurance coverage and a valid California driver's license or have available transportation.

- Proof of Liability Insurance
- Proof of RD License (Commission on Dietetic Registration)
- Proof of Degree

**Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.**

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be performed by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

**APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may download the application online at [www.foundationheadstart.org](http://www.foundationheadstart.org)

Interested candidates must forward the following documentation packet to the main office enclosed Human Resources Department or submit via email at: [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org)

1. Copy of RD License (Commission on Dietetic Registration)
2. Proof of Degree
3. Resume
4. And any other pertinent documentation as deemed necessary.

***Please Note: Application and all required documents can be mailed or submitted to [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org) by the due date listed in this job posting.***

**PROGRAM SUMMARY**

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates eighteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Our Agency is expanding in the program year 22-23 to the following service areas: Highland Park and Lincoln Heights. Foundation for ECE, Inc. also collaborates with HACLA and LA City. The program fosters Family Engagement in all of the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.