



Neighborhood Health – Nutrition Coordinator (Allen County)
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Nutrition Coordinator to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Nutrition Coordinator, you will:

- ✓ Assist the WIC Director in the day-to-day management of the WIC Nutrition Department.
- ✓ Coordinate work assignments and schedules of the WIC Nutrition Staff to ensure optimum patient flow.
- ✓ Actively participate in patient complaint procedures to resolve operational problems.
- ✓ Ensure compliance with NH policies and procedures, Federal/State regulations, and other grant requirements.
- ✓ Coordinate with the WIC Director and management team on the goals/objectives of the WIC Nutrition Department.
- ✓ Be responsible for ensuring data collection, preparing reports, answering correspondence, and compiling statistics for administrative and regulator purposes as required by WIC grant.
- ✓ Coordinate the nutrition class, scheduling, etc.

Requirements:

- Previous supervisory experience required.
- If a Registered Nurse or Registered Dietitian, must be licensed in the State of Indiana.
- One year experience in maternal and child health or clinic setting, with teaching responsibilities required

Education Requirements:

- Bachelor's or Master's Degree in Dietetics, Nutrition or Nutrition Sciences, Public Health Nutrition, Community Nutrition, Clinical Nutrition or Nursing.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org