



**SOKAOGON
CHIPPEWA
COMMUNITY**
Mole Lake Band

Position:	<i>Nutrition/Transportation Coordinator</i>
Location:	<i>Elderly Living Complex</i>
Hours:	<i>Full-time, 40 hours per week</i>
Salary:	<i>Commensurate with Education/Experience</i>
Reports to:	<i>Aging Unit Director</i>

Job Summary:

The Nutrition and Transportation Coordinator is responsible for managing and coordinating the nutrition and transportation services for older adults and individuals with disabilities. This role involves overseeing meal programs, ensuring the availability and quality of transportation services, and working to improve the accessibility and efficiency of these services. The Coordinator will collaborate with community organizations, service providers, and stakeholders to address the needs of the population served.

Duties and Responsibilities:

- Oversee the planning, implementation, and evaluation of nutrition programs, including meal delivery, congregate dining, and nutritional education.
- Coordinate with food vendors and caterers to ensure the provision of nutritious, balanced meals that meet dietary requirements and preferences.
- Monitor and assess the quality of meals and client satisfaction, making adjustments as needed.
- Ensure compliance with federal, state, and local nutrition and food safety regulations.
- Manage the transportation services for clients, including scheduling, route planning, and vehicle maintenance.
- Coordinate with transportation providers or manage a team of drivers to ensure reliable and safe transportation for clients.
- Address and resolve any issues related to transportation, including client complaints and logistical challenges.
- Ensure compliance with regulations governing transportation services for individuals with disabilities.
- Serve as the primary point of contact for clients regarding nutrition and transportation services.
- Conduct assessments to determine client needs and eligibility for services.
- Provide information and assistance to clients and their families, including guidance on program participation and accessing additional resources.
- Build and maintain relationships with community organizations, service providers, and local agencies to enhance service delivery and resource availability.
- Participate in community meetings, outreach activities, and advocacy efforts to promote and improve nutrition and transportation services.
- Maintain accurate records of client services, including meal counts, transportation logs, and service requests.
- Prepare and submit regular reports on program performance, client outcomes, and service utilization to supervisors and stakeholders.
- Analyze data to identify trends, assess program effectiveness, and recommend improvements.
- Assist in the development and management of budgets for nutrition and transportation programs.
- Monitor expenses and ensure efficient use of resources.
- Identify opportunities for cost savings and revenue generation.
- Develop and implement policies and procedures related to nutrition and transportation services.
- Stay informed about best practices, emerging trends, and regulatory changes affecting nutrition and transportation for the aging and disabled population.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Complete all other duties as assigned.

Qualifications (Education, Experience, Knowledge, Skills, Abilities):

- High School Diploma, HSED Diploma or GED certification - Required.

- Bachelor’s degree in Nutrition, Public Health, Social Work, or a related field preferred. Certification in nutrition or related fields is preferred.
- Minimum of 3 years of experience in managing nutrition and/or transportation services, preferably with a focus on aging or disabled populations.
- Demonstrate knowledge of tribal culture, problems and needs of Elders, and the ability to work with individuals in group settings.
- Knowledge of nutrition guidelines, dietary needs, and food safety regulations.
- Familiarity with transportation services and accessibility issues for individuals with disabilities.
- Have excellent verbal, written, presentation and computer skills.
- Ability to maintain confidentiality in all department matters.
- Ability to participate in ongoing trainings/workshops.
- Ability to work cooperatively and effectively with Elders and fellow employees.
- Must have a valid Wisconsin Driver’s License.

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: October 29, 2024

Closing Date: Until Filled