

**Employment Position**

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Job Title: Nutrition Recovery Advocate

Reports To: Nutrition Director

FLSA Classification: non-exempt

Date: 5/6/19

**Summary/Objective:**

The Nutrition Recovery Advocate serves in a paraprofessional capacity along with the IOP treatment team. The position assists the Nutrition Director in preparing and providing treatment to IOP participants. The position is expected to understand and implement individual treatment plans, record client behavior and provide a safe, supportive environment for clients. This employment position is required to be present during programming hours.

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Set up prepared food in warming dishes for meal groups in an adequate time to allow for proper food temperature.
2. Obtain and record food temperature prior to meal time to ensure within standards and take corrective action when necessary.
3. Read and understand meal cards (using an exchange system) to help clients plate their meals appropriately.
4. Ensure clients' meals are updated at each meal.
5. Eat with clients and supervise client intake.
6. Help clients clean up kitchen by putting food away and dishes in the dishwasher.
7. Facilitate discussion during brief processing time after dinner is complete.
8. Assist in picking up food for meals from catering company by using personal vehicle (catering is within 1-mile radius of facility).
9. Document group notes in patient charts using EMR.
10. Maintains accurate timesheet and submits on time.
11. Maintains HIPAA standards at all times.
12. Demonstrates knowledge of Chrysalis mission, values, policies and procedures.

**Competencies**

Stress Management/Composure  
 Ethical Conduct  
 Communication Proficiency  
 Technical Capacity  
 Presentation Skills  
 Problem Solving/Analysis  
 Basic skills in Microsoft Outlook, Word, and Excel.  
 CPR/First Aid certification  
 Understand and act in accordance with the mission and standards of conduct of the organization.  
 Basic skills in Microsoft Outlook, Word, and Excel.

**Supervisory Responsibility**

There are no supervisory responsibilities for this position.

**Work Environment**

While performing the duties of this position, the employee will be provided a workstation with a desk chair, computer, phone, and office supplies. This role routinely uses standard office

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equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

The physical demands described here are representative of those that must be met 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 and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. From time to time the employee will need to be able to drive a personal vehicle to pick up food from catering service (within 1 mile of facility)

**Position Type and Expected Hours of Work**

This is a part-time position of no more than 35 hours per week. Expected work hours are between the hours of 9:00am and 7:00pm Monday through Friday. Employee must be able to work until 7:00pm Monday – Thursday.

**Required Education & Experience**

Graduation from high school or GED equivalent.

**Preferred Education & Experience**

- Undergraduate degree in nutrition/dietetics or food science studies.
- Exposure to nutrition services provided in behavioral health settings.

**Additional Eligibility Qualifications**

Must be able to type 35 WPM and operate a Windows based personal computer.

**Work Authorization/Security Clearance**

Proof of authorization to work in the U.S. by I-9 verification.

**EEO Statement**

Chrysalis Center is an equal opportunity employer and follows a practice of non-discrimination in promoting equal opportunities. The office does not discriminate on the basis of a person's race, religion, color, sex, sexual orientation, place of birth, national origin, handicap or disabled status regarding considerations such as recruiting, hiring, training, on-the-job treatment and promotion.

**Other Duties:**

This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time at the discretion of management.

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Sign

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Date