

## Mental Health Association in Orange County, Inc.



### HUDSON HOUSE HEALTH AND NUTRITION SPECIALIST JOB POSTING

- I. Title:** Hudson House Health and Nutrition Specialist
- II. Reports to:** Hudson House (HH) Program Supervisor-Bilingual
- III. Job Objectives:**
- Work as integrated team member at HH in all functions of the HH programs.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange standards.
- IV. Qualifications:**
- Associate Degree in related field with 1 year of relevant experience working with individuals with Serious Mental Illness and/or Substance Use Disorder
  - OR**
  - High School Diploma or equivalent with 3 years of relevant experience working with individuals with Serious Mental Illness and/or Substance Use Disorder.
  - Ability to work independently with minimal direct supervision.
  - Effective written and oral communication skills.
  - Proficient in mathematical skills.
  - Proficiency with MS Office suite (Word and Excel).
  - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
  - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
  - Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
  - Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.

**V. Hudson House  
Responsibilities:**

- Facilitate daily scheduled rehabilitative groups and activities.
- Responsible for all functions of the Child and Adult Care Food Program (CACFP) program including but not limited to:
  - Follow regulations for CACFP program as provided by the Department of Health.
  - Attend necessary food related in-services and trainings. Provide all necessary related annual CACFP trainings to HH staff.
  - Monitor all meals served in accordance to CACFP guidelines.
  - Maintain daily food records of meals served.
  - Prepare and submit monthly CACFP statistics to the Home and Community Based Services (HCBS) Program Manager.
  - Submit monthly billing and adjusted claims to the Department of Health.
  - Coordinate food service establishment inspections with the Orange County Department of Health.
  - Maintain CACFP program Policies and Procedures Manual.
  - Submit receipts to MHA's Accounting department.
  - Maintain CACFP Income Eligibility Forms and other needed documentation.
  - Maintain clean and safe kitchen environment.
  - Plan menus in advance that follow CACFP guidelines.
  - Order food from vendor in a cost effective manner.
  - Supervise food orders by ensuring expiration dates are placed on necessary food items.
  - Store food items appropriately, using a "first purchased, first to be used" system; ensuring that new food items purchased are placed behind previously purchased items.
  - Maintain an organized kitchen and ensure proper storage of food.
  - Ensure full participation of HH members in menu planning.
  - Plan menus following CACFP guidelines.
  - Complete meal counts.
  - Complete food production log after each meal.
- Assist with maintaining all Hudson House forms such as:
  - Transportation logs
  - Sign in / Sign out sheets for meals
  - Attendance Records

- Actively promote and facilitate program participant's wellness and recovery.
- Complete all required program paperwork in an accurate, thorough and timely manner.
- Transport members by either driving agency vehicle or utilizing own vehicle as needed.
- Assume necessary job responsibilities of other staff as needed.

**VI. Other Duties:**

- Hudson House Staff responsible for 1 day of Helpline coverage weekly.
- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

**VII. Terms of Employment/Benefits:**

- Non Exempt.
- Forty (40) hours per week (Flexible to cover program needs)
- Paid holidays, vacation, personal and sick leave according to MHA policy

**Please send letter of intent and resume to:  
Kelly Czvik  
Mental Health Association in Orange Co. Inc.  
73 James P. Kelly Way  
Middletown, NY 10940  
or fax to (845) 343-9665  
or email to [kczyk@mhaorangeny.com](mailto:kczyk@mhaorangeny.com)**