NUTRITIONAL SUPPORT SPECIALIST
JOB DESCRIPTION

OVERVIEW
The Nutritional Support Specialist reports to the Executive Director and works with the Project Open Door team. His/Her goal is to help the residents of Project Open Door, two homes for persons living with HIV/AIDS who have been chronically homeless, to address their unique nutritional needs. He/She will provide support and training to formerly homeless residents who may be inexperienced in managing the nutritional process while encouraging them to learn to manage their own nutrition.

SCOPE OF THE WORK: The Nutrition Support Specialist is responsible for the following:
- Menu planning
- Shopping, preparation, and clean up for 5 meals per day per house, including at least one meal per house on a weekend day
- Provide one-on-one nutritional advice to the participants in Project Open door on a wide variety of nutritional issues that affect people with a damaged immune system, including the benefits of adopting a nutritionally balanced diet early on in the course of the disease, microbiological safety of food and water, and the impact of diet on anti-retroviral regimes
- Provide advice on the symptomatic relief and preservation of nutritional status during the course of HIV disease

The Nutritional Support Specialist will also:
- Monitor both households to ensure that policies are being adhered to and the clients are living in a structured and safe environment
- Document client contacts as required by funding sources. Maintain accurate records and prepare written statistical reports as required accurately and in a timely manner
- Develop and maintain knowledge of HIV/AIDS related conditions and treatment and use knowledge to educate clients and their support systems
- Develop and maintain positive working relationships with medical, chemical dependency, health, and social service providers, and participate in case reviews with other agency staff
- Perform other duties as assigned

QUALIFICATIONS
- BA/BS in Nutrition and/or a Registered Dietician with 2 years experience and an interest in community nutrition. Knowledge of HIV/AIDS and substance use in relation to nutrition
Experience working with individuals with mental illness, chemical dependency, dual diagnoses, and homelessness. Experience working with HIV-infected individuals.

Demonstrated ability to work effectively under stressful conditions with people of varying socioeconomic backgrounds, sexual orientations, and ethnic/racial diversity.

Excellent written and verbal communication skills.

Knowledge of community resources and referrals.

Willingness and ability to articulate and abide by the philosophical foundations and policies for AHAT and Project Open Door in providing services to clients and representing the agency.

Ability to be flexible, supportive, and to work cooperatively with staff as a member of a diverse team.

Proficiency in computer word-processing, Excel, and internet search engines.

WA State Driver’s License, dependable transportation, and current insurance.

Food handler’s card, CPR, First Aid.

**SALARY AND BENEFITS**
The salary scale for this position is $13.00 per hour, currently budgeted for 30 hours per week. Benefits are pro-rated and include medical and dental plans, accrued vacation and sick time, and 8 holidays per year.

**TO APPLY:**
In order to be considered for the position, submit a cover letter and resume to:
   Debra Mathis, Administrative Assistant
   AIDS Housing Association of Tacoma
   310 N. L Street
   Tacoma, WA 98403
   253-272-5533
   253-383-2202 fax
   debra@aidshousingtacoma.org

Applicants invited for an interview should be prepared to provide reliable information regarding how to contact three references, including one former or current supervisor, provide proof of highest degree completed, and submit to a background check through the Washington State Patrol.

The AIDS Housing Association of Tacoma is an Equal Opportunity and Affirmative Action employer. The Association does not discriminate on the basis of race, ethnic origin, gender, marital status, sexual orientation, religion, or the presence of any sensory or physical disAbility, including HIV status.