

Health & Nutrition Manager

CEO-Commission On Economic Opportunity

Troy, NY 12180

Other

Full-time

Onsite

\$28.00 - \$30.00 an hour

Posted on August 15, 2025

Organization Statement

CEO is a Community Action Agency that's committed to making a positive impact by supporting our customers, colleagues and community. We're looking for individuals to join our agency that support and believe in our Values of: Helping Others, Respect, Accountability, Innovation & Teamwork. CEO's many programs offer a broad range of services to meet the needs of our community.

Job Description

- Plan, organize, and manage the Early Childhood Services health and nutrition plans and services and assure compliance with applicable regulations and standards. This position will lead the Early Childhood's health team to deliver consistent, comprehensive health services to children and families enrolled in CEO Early Childhood programs.
- Lead program efforts in ensuring that health and safety best practices are recommended and implemented in policies and procedures.
- Engage in networking with health community stakeholders to enhance agency and program collaborations to help meet health needs of staff community, and families and facilitate the programs Health and Mental Health Services Advisory Committee.
- Supervise, direct and evaluate the performance of all assigned staff in compliance with all agency and personnel policies and procedures. Provide on-going observation, support, training, and monitoring of the health staff.
- Oversee the Food Service Coordinator and collaborate to plan menu items and oversee the development of special diets according to physician instructions and CEO policies.

- Develop and oversee a system for maintenance of individual child health records as well as the corresponding electronic database. Review, evaluate, and interpret health records, vital statistics, health histories, and other data impacting health and follow up.
- Develop and implement a system of continuous monitoring and evaluation of health-related activities. Keep complete records and documentation of all monitoring activities.
- Establish and implement a system for providing health education to families through workshops, parent meetings, handouts, etc. Conduct periodic observations of health and nutrition education components in the classroom and provide direction for improving delivery.

Responsibilities

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Qualifications

- Bachelor's degree in institutional food management, nutrition, dietetics, public health administration or a related field required.
 - Valid NYS Driver's license required
 - One year supervisory or program management experience
 - RN certification/license and experience working in the health arena preferred
 - Candidates must be authorized to work in the US without the need for Visa Sponsorship
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- **Minimum Education Level:** Bachelor's Degree
 - **Preferred Education Level:** Bachelor's Degree

Application Instructions

Please note: applicants for this position will be required to complete standard background clearances. Apply: <https://www.ceoempowers.org/about/join-us/> Call: 518-272-6012, ext. 301 EOE/AA