



Pacific Asian
Consortium
in Employment

REQUEST FOR QUALIFICATIONS **Registered Dietitian Consultant Services**

Introduction

PACE Education Program provides high quality early childhood education and support services for children aged 0-5 years old from economically disadvantaged families. In addition to early childhood education, the program also provides health, nutrition, mental health, and parent empowerment/involvement services. This program is funded and operated under Early Head Start, Head Start, State Preschool, Los Angeles Universal Preschool, and California Community Care Licensing guidelines and regulations.

PACE Education currently operates 16 toddler/pre-school centers serving close to 1,000 children each year in the metro Los Angeles and South Bay area and over 300 children ages 0-3/pregnant women are served through our Early Head Start program.

PACE Education is seeking qualified consulting agencies/persons to provide nutritional support/expertise for file reviews and nutritional assessments at our main office.

Qualifications

Agencies providing service must meet minimum qualifications for the following positions.

- Bachelor's Degree from an accredited college or university in dietetics, food service or related field.
- Current and valid accreditation by the Commission on Dietetics Registration as a Registered Dietitian.
- Able to complete nutritional assessments within the specified timelines/guidelines and prepare Nutrition Advisement Letters with the designated nutrition education materials to be sent to the families.
- Able to complete tracking of nutritional assessments for Head Start and Early Head Start children through the established Microsoft Access Nutrition Tracking Database and through the Grantee's Child Plus Database System.
- Able to refer high-risk children to the Nutrition Coordinator for additional follow-up with the family as needed.
- Able to assist with staff/parent nutrition training as needed.

To be considered a consultant with PACE, please submit the following:

1. Letter of interest
2. Agency profile and details of what the agency is able to provide
3. Pricing for various positions

This is an on-going opening.

All interested parties must submit documents to PACE Nutrition Manager at 1055 Wilshire Blvd., Suite 1701, Los Angeles, CA 90017 (213) 989-3271 or email: jrauter@pacela.org.