

REQUEST FOR QUALIFICATIONS
Registered Dietitian Consultant

Introduction

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

PACE Education currently operates 15 preschool centers serving approximately 600 children aged 18 months – 5 years each year in the metro Los Angeles and South Bay areas. In addition, PACE serves over 100 children aged 0-3 years and expectant families through our Early Head Start home-based program.

PACE is seeking qualified consulting agencies/persons to provide nutritional support/expertise for file reviews and nutritional assessments for our Head Start and Early Head Start children.

Position Responsibilities

- Identify and assess the nutritional needs for referred children and pregnant mothers, including reviewing health records, nutritional history, growth assessments (plotting heights and weights), calculating body mass index percentage (BMIFA%), lab values, (Hgb, Hct, Lead), and any other pertinent services. Nutrition assessments follow the Nutrition Care Process, PACE Policies and Procedures, and LACOE GIMs.
- Ensure nutrition intervention is provided for children and families with nutrition concerns through a system of documenting and tracking.
- Maintain/update the Food Allergy list and ensure individual nutrition needs are met, including special dietary needs and disabilities.
- Create Individual Nutrition Health Care Plans (INHCP) for identified children, ensuring signature from all applicable entities.
- Complete site monitoring for USDA Child and Adult Care Food Program (CACFP) and nutrition services requirements, as needed.
- Provide nutrition education for children and families at risk and as requested.
- Consult with families individually or in groups regarding the specific nutritional needs of their children.
- Provide flexible hours to be able to meet with parents and teachers in order to implement any nutrition intervention.
- Participate in multidisciplinary team meetings to receive and provide input for children at high risk, as needed.
- Monitor and work on PIR numbers.
- Assist in the completion of PACE and LACOE reports for nutrition services.
- Complete Confidential Medical Referrals for nutrition concerns.
- Complete ChildPlus data entry for nutrition services.
- Provide feedback on PACE nutrition policies and procedures, as requested.
- Review menus to ensure compliance with CACFP guidelines, as needed.

Qualifications

Consultants providing service must meet minimum qualifications:

- Bachelor's Degree from an accredited four-year college or university and coursework accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
- Current and valid accreditation by the Commission on Dietetics Registration as a Registered Dietitian with completion of at least 15 CEUs annually.
- Complete ChildPlus Health Module training hosted by LACOE
- Consultant's business insurance must be willing to include PACE as additional insured
- Verification of TB Clearance and Physical Exam at time of employment (issued within 60 days prior to employment) and updated every four (4) years
- Provide proof of the following immunizations is required: Measles, Pertussis (Whooping Cough), Influenza (annually), and COVID-19.
- Live Scan Clearance that includes sex offender registry check, child abuse and neglect state registry index, state criminal history index, including fingerprints, and FBI criminal history index, including fingerprints
- Must have reliable transportation to get to PACE Administrative Offices and school sites

Knowledge and Skills

- Two (2) years of experience as a professional Nutritionist or Dietitian working with students and parents in establishing appropriate diet and nutrition plans.
- Excellent communication skills and demonstrated ability to work with computers (i.e., Microsoft Office, ChildPlus, etc.).
- Availability Monday through Friday, between the hours of 8:00AM and 5:00PM.
- Bilingual in English and Spanish highly desired.

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

1. Letter of interest
2. Qualifications and services to be provided, including a current resume
3. Proposed hourly rate and weekly/monthly availability (days, times, etc.)
4. Sole Proprietorship Business Name, if applicable
5. Federal Taxpayer Identification Number, if applicable

This is an on-going opening. All interested parties must submit documents to PACE Clinical Health/Nutrition Administrator at 1055 Wilshire Blvd., Suite 1701, Los Angeles, CA 90017 (213) 989-3271 or email: kcorpus@pacela.org.