**Registered Dietician RFP Description**

The Mifflin-Juniata County Area Agency on Aging Inc. is seeking proposals for Dietician Services/Registered Dietician. The anticipated effective date for this contract will be from August 28, 2023 to June 30, 2023. The Contractor will perform on an “as needed” basis as requested by the Agency. It is estimated the contract will not exceed 250 hours per fiscal year (July 1 to June 30). The Contractor will provide his/her own transportation to the four senior centers (Milroy, Lewistown, McAlisterville, Mifflintown). Travel is reimbursed by Mifflin-Juniata Area Agency on Aging Inc. The Contractor must agree to submit a current child abuse and criminal history (done every 2 years) and FBI clearance, at the expense of the Agency. The responsibilities and duties for this position are as follows:

**The CONTRACTOR agrees to:**

1. Read and be familiar with the following APD # 15-03-02 and APD #15-03-01 and their revisions. These can be found in the Pennsylvania Department of Aging website.
2. Review and analyze 6 weeks of season cycle menus for the AAA (Area Agency on Aging) Home Bound and Congregate Meal Programs. Assure menus comply with regulations mandated by the Pennsylvania Department of Aging. Sign off on all menus served prior to meal service including special event menus. Complete and submit menu forms electronically or in writing as necessary to the Commonwealth and to the Agency.
3. Confer with the Community Services Supervisor on issues pertaining to ordering, production and menu development on a quarterly basis or as needed.
4. Conduct Senior Center/Satellite quarterly site visits to monitor for sanitation and safe food handling to assure compliance with Pennsylvania Department of Agriculture inspection requirements. Site visits may be more frequent if required.
5. Conduct nutrition related services and training for staff and center members at all 4 senior centers on a quarterly basis. This includes creating a nutrition handout or fly for center managers and members quarterly.
6. Develop other nutrition related educational materials as needed and requested by the Agency. Provide written and on-site take-out safe food handling practice information twice a year at the four senior center locations.
7. When appropriate, provide nutrition education, counseling and referrals to other appropriate resources for consumers determined to be at high risk because of nutrition screen conducted on all new consumers into the congregate and home delivered meals programs.
8. Attend seminars, conferences, etc. away from Mifflin-Juniata County as requested by the Agency, for which time and expenses will be reimbursed. Such out-of-county travel reimbursement shall not exceed current Mifflin-Juniata County policies for Travel and Reimbursement expenses.
9. The CONTRACTOR shall annual provide a copy of current certification/licensure as a Registered Dietician.
* Proposals should include name of the Contractor, a description of any prior, comparable work that the Contractor has performed, and the dollar amount that the Dietician services would invoice, on an hourly basis, for performing the tasks described in this request for proposals.