

**JOB DESCRIPTIONS FOR COUNTY LEVEL WIC POSITIONS  
NUTRITIONIST 1**

CLASS NUMBER: 03237  
FLSA CATEGORY: Exempt (P)  
EEO CATEGORY: Professional

**JOB OBJECTIVE**

Provides nutrition assessment and counseling; and performs related duties as required.

**JOB DESCRIPTION**

**MAJOR JOB RESPONSIBILITIES**

- Provides diet assessment, nutrition counseling and evaluation.
- Provides case management.
- Advocates lactation for breastfeeding promotion.
- Interprets patient's immunization status.
- Develops nutrition education materials.
- Provides group instruction and individual counseling to clients in clinic or home.
- Coordinates nutrition services with the other public health programs. Collects participant measures (height, weight, and hemoglobin) as required.
- Works with community agencies and groups in promoting an integrated nutrition program.
- Makes appropriate referrals within the department and to community agencies.
- Conducts dietary surveys and analyzes menus.
- Completes documentation in participant records.
- Audits records for nutrition and program compliance.
- Keeps abreast of current nutritional practices and developments related to program.
- Incorporates new methods and program changes into activities.
- Assists in planning and participates in various training programs.
- Prepares and delivers lectures as needed.
- Organizes and participates in health fairs and other events.
- Utilizes the community process of assessment, planning, implementation, and evaluation to develop interventions related to nutrition and general health.
- Maintains inventory of nutrition equipment and supplies.
- Keeps records and prepares reports.

**SUPERVISION EXERCISED/SUPERVISION RECEIVED**

This is a non-supervisory classification.

This classification works under the supervision of a program supervisor or division director who defines overall objectives and priorities of the work and is consulted on unusual or complex matters.

**WORKING ENVIRONMENT/PHYSICAL DEMANDS**

The work environment involves the everyday risks or discomforts which require knowledge and use of universal safety precautions typical of such places as offices, clinics, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

## **Nutritionist 1**

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This classification works primarily in an office or clinic setting under generally favorable working conditions. Work is sedentary, however, there may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

### **EMPLOYMENT STANDARDS**

#### **EDUCATION AND EXPERIENCE**

Graduation from an accredited (4) four-year college or university with a major in foods and nutrition; a Master's degree in nutrition and dietetics or completion of an approved dietetic internship.

#### **PERFORMANCE STANDARDS**

Knowledge of the principles and practices of dietetics and nutrition and its relationship to health and disease control.

Knowledge of local organizations and available resources related to public health.

Skill in obtaining clinical measures of participants.

Skill in oral and written communication.

Ability to utilize problem solving techniques.

Ability to analyze statistical data.

Ability to establish and maintain effective working relationships.

### **GRADE LEVEL CRITERIA/ILLUSTRATION**

**The following examples illustrate some of the many combinations of situations, factors, and responsibilities in a Nutritionist 1 SR-09 position:**

Performs, under general supervision, various duties involving different and unrelated processes and methods.

Guidelines are available, but are not completely applicable to the work. Employee must use judgment in interpreting or adapting guidelines for application to specific cases or problems.

The work affects the accuracy, reliability or acceptability of further processes or services.

Personal contacts may be with individuals or groups within and outside of the government in a moderately unstructured setting.

#### **LICENSE REQUIRED**

Registration in the American Dietetic Association within one (1) year of employment; licensed as a Registered Dietitian by the State of Tennessee in accordance with program guidelines; and valid class "D" driver's license.

**Date Approved:** September 9, 2003