

**JOB DESCRIPTIONS FOR COUNTY LEVEL WIC POSITIONS
NUTRITIONIST 2**

CLASS NUMBER: 03238
FLSA CATEGORY: Exempt (P)
EEO CATEGORY: Professional

JOB OBJECTIVE

Provides nutrition assessment and counseling; may supervise professional and support staff; 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.
- May supervise professional and support staff.
- Monitors staffing levels and adjusts accordingly.
- Conducts performance evaluations and other required assessments according to program protocol.
- Consults with staff to promote resolution of conflicts and issues.
- Resolves disciplinary issues and recommends further action when warranted.
- Identifies program needs and recommends changes and / or expansion of services.
- Maintains inventory of nutrition equipment and supplies.
- Keeps records and prepares reports.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May supervise professional and support staff.

This classification works under the supervision of a program supervisor or division director who defines overall objective 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.

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; Master's degree in nutrition and dietetics or completion of an approved dietetic internship; and three (3) years of full-time paid employment in public health nutrition or a related area.

PERFORMANCE STANDARDS

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

Knowledge of program planning, evaluation, and implementation.

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

Knowledge of the principles and practices of public health administration.

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 2 SR – 10 position:

Performs, under general direction of upper level management, work requiring different and unrelated processes and methods.

Guidelines are available for the work of the employee, but do not cover every possible situation.

Work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

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; 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