CLASS SPECIFICATION

COMMUNITY HEALTH NUTRITIONIST

DEFINITION

Under general supervision, evaluates nutritional needs of clients and families and recommends dietary regimens within the Women, Infants & Children (WIC) nutrition program; provides nutritional education for patients, institutions and staff members; develops, implements and evaluates public health nutrition programs; supervises paraprofessional and office support staff; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in nutrition or home economics, plus three years of full-time experience in a clinic, hospital or public health agency as a nutritionist or home economist; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

Licensure as a Registered Dietitian or eligibility for licensure is required at the time of appointment.

Nevada certification as an Office Laboratory Assistant may be required.

Must be willing to be fingerprinted.

SUPERVISION EXERCISED

May exercise direct supervision over paraprofessional staff.

EXAMPLES OF DUTIES  (The following is used as a partial description and is not restrictive as to duties required.)

Assess nutritional needs of individuals and families, through physical evaluation and questionnaires to provide dietary counseling and nutritional care plans; make recommendations for continuity of care and coordinate with other client health care needs, referring clients to other community or county services.

Assess overall client/family health and well-being, looking for signs of suspected abuse or neglect in order to notify appropriate agencies or authorities to instigate relevant follow-up activities.

Manage the daily operations of satellite clinic(s) by scheduling staff, monitoring client services, collecting patient data, auditing patient's charts and conducting safety inspections to ensure the provision of efficient, quality services.

Develop public education programs and materials, which incorporate current nutritional research and findings; disseminate information regarding nutritional health by teaching classes to staff and clients and participating in community outreach efforts, public events and patient care conferences.

Liaise with other political entities concerned with nutrition related programs by providing technical assistance, advice, and training on program and operations.
Maintain program records and case files by setting up new medical charts; chart and graph the results of interviewing/screening processes and write progress notes for client case files.

Write memoranda and statistical/operational reports pertaining to program quality assurance, to be submitted to departmental, federal, state and local entities.

Supervise assigned paraprofessional staff, which includes: participate in staff selection; provide training in proper work methods and techniques; assign and review work; conduct performance evaluations; implement discipline and conflict resolution procedures when necessary.

Determine WIC eligibility through certification process that includes, income determination, nutritional and medical risk factors, nutrition counseling, and voucher issuance.

Ensure that assigned staff performs duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance**  *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Departmental/divisional policies and procedures.

Federal, state, and local Women, Infants and Children (WIC) Program eligibility requirements and program guidelines.

OSHA and other health and safety regulations relevant to office laboratory designation for health screening operations.

County community resources available to supplement the WIC program and nutrition/health services; emphasis is placed on knowledge of current childhood immunization practices for identification, assessment, and referral purposes.

Local community services and agencies that provide a variety of public assistance programs.

Infection control procedures.

Management information systems and software programs used in the assigned area.

**Ability to:**
Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities

Select, supervise, and evaluate the performance of assigned staff.

Develop educational materials and implement training programs in health, nutrition, and related services, appropriate to the intended audience.

Recognize indicators of physical abuse, neglect, and failure to thrive.

**Entry Level**  *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Basic nutrition during the human lifecycle.

Nutritional needs specific to prenatal, infants, and children.

Medical terminology and basic medical procedures.
Current diet therapy practices.

Principles of general management, supervision, and training.

**Ability to:**

Assess nutritional and medical risks

Conduct health screenings and operate various medical equipment such as Hemoglobinometer machine and blood pressure cuff.

Interact effectively with and interview people from diverse socioeconomic and cultural backgrounds regarding sensitive health related issues.

Present educational programs appropriate to the intended audience.

Make WIC eligibility determinations.

Provide technical assistance to staff members.

Interpret, apply, and explain regulations, policies, and procedures.

Communicate orally in a clear, concise manner.

Write administrative summaries, narrative reports, and other documents.

Plan and organize work to meet schedules and timelines.

Maintain confidential medical, nutritional, and personal client information.

Operate a personal computer.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to work in a standard office and clinic environment. Ability to lift and move objects weighting up to 25 lbs. Ability to use standard office equipment such as computers, telephones, copiers, and fax machines. Ability to use hemoglobin analyzer, infant and adult scale, and measuring board.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved by: WERCCS Job Evaluation Committee

Date: March, 2001