

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: NUTRITIONIST
DEPARTMENT: PUBLIC HEALTH NURSING
REPORTS TO: W.I.C. PROGRAM MANAGER

CLASS CODE: 40424
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Supervises staff and performs difficult, professional level nutritional care and perinatal services, including: developing programs; providing direct patient care services; counseling with patients; and completing related assessments and evaluations.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Performs nutrition and perinatal assistance services, including: providing direct nutritional education, evaluation and care plans for clients, including clients considered as high risk; compiling related data (biochemical, clinical, cultural, etc.); screening and determining eligibility of clients for programs; conducting one on one counseling sessions; assessing and reassessing nutrition, evaluating diet and checking growth and recording findings in computer system; enrolling clients in programs, including Women, Infant and Children (W.I.C.) Program; assisting clients in determining goals; providing referrals; developing and teaching nutrition and breast-feeding related classes; and providing breast-feeding support.

Serves as liaison and consultant between department and hospital, and other agencies/organizations.

Coordinates W.I.C./nutrition staffing at other sites.

Manages and maintains various programs, including breast pump loan program, and coordinates promotional activities.

Trains employees in use of software and provides maintenance and trouble shooting of department software and hardware.

Enters and retrieves a variety of complex information into a computer terminal.

Maintains records of billable hours of staff and provides information to fiscal staff.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Formats, types letters, memos, charts, labels, reports, or other correspondence on a word processor or typewriter.

Participates in staff and professional meetings to discuss client issues, plan educational activities and events and disseminate nutrition information.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Creates and maintains complex and/or confidential files and compiles and completes data for administrative and public reports.

Interviews, screens, greets visitors and directs them to the appropriate area or individual; may answer various inquiries personally; provides information on departmental services and functions.

Initiates referrals by researching pertinent information, entering required information into the computer and confirming

accuracy of data.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Reports administrative and/or operational problems to supervisor.

Photocopies reports, charts, memos, and other various documents.

Orders office supplies to maintain sufficient inventory for office use.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment

Computer and Printer

Breast Pumps

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Nutrition Science, Clinical Dietetics or related field; and,

One to two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Registered Dietitian

Lactation Educator and/or Consultant (desired)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administration of staff and activities, either directly or through subordinate supervision.

Clinical nutrition and human physiology.

Human lactation.

Community nutrition.

Strategies for nutrition/breast-feeding education and counseling.

Basic methods of assessing nutritional status of clients.

Community resources.

Internal departmental policies and procedures.

Interviewing techniques.

State W.I.C. computer program.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Assisting clients in determining and achieving nutritional goals.

Case management.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Bilingual communication.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to write reports.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit and to use hands to finger, handle, or feel.

While performing the essential functions of this job the employee is regularly required to speak and hear.

While performing the essential functions of this job the employee is regularly required to use shape perception and discrimination.

While performing the essential functions of this job the employee is frequently required to lift and/or move up to 30 pounds.

Working Conditions:

Work is performed in a public health facility, exposing the employee to people who may be sick or carrying contagious diseases.

The incumbent's working conditions are typically moderately loud.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.