

COUNTY OF SOLANO

PUBLIC HEALTH NUTRITIONIST (SUPERVISING)

DEFINITION

Manages all aspects of a public health nutrition unit to include federal, state and local funded programs providing nutrition services to clients; program planning, implementation and evaluation; supervision of program staff; development and implementation of staff training and quality assurance procedures and methods. Serves as consultant and nutrition expert for County departments, community based organizations and the media.

CLASS CHARACTERISTICS

This is the supervising class in the Public Health Nutritionists series. Incumbents supervise the provision of direct nutrition services including eligibility screening, risk assessment, individualized nutrition counseling, documentation and referral. The class is distinguished from Public Health Nutritionist by the responsibility to provide supervision to professionals and support staff providing nutritional services at a program site. This class is further distinguished from the Nutrition Services Manager by the latter's overall responsibility for managing the nutrition program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Nutrition Services Manager.

Exercises supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, directs, manages and evaluates program operations in a public health nutrition unit providing federal, state and locally funded nutrition programs and services to clients; analyzes staffing needs and service delivery; manages client caseload and client revenue; analyzes, interprets and disseminates statistical and data reports; implements and maintains quality assurance procedures and methods.

Prepares grant proposals; administers grants and budgets; develops, implements and coordinates social marketing, outreach, and nutrition programs and campaigns; implements and evaluates nutrition education programs; oversees breastpump loan program.

Plans, directs and evaluates the work of Public Health Nutritionists and technical support staff at a program site; assigns staff duties and assures staff accountability for federal, state and local

mandates; participates in developing standards of performance for program personnel; participates in selection of employees; identifies staff training needs and develops and implements training for staff.

Supervises the work of staff engages in nutritional assessment, counseling high-risk clients, and developing nutritional care plans; participates in case management and case conferencing of clients for nutrition intervention and maintaining nutritional status; monitors and documents client care and progress; refers clients to appropriate department or community health and social services resources.

Interprets departmental, County and State policies, procedures and protocols for staff and program participants and monitors for compliance.

Supervises the work of student interns; manages preceptorship program for postgraduate nutrition and nursing students.

Acts as nutrition, dietetics and institutional management consultant to department divisions, community agencies and groups; interprets and disseminates current scientific information regarding food, nutrition, diet and health to the public, health professionals in the department and other County departments and agencies; develops, evaluates, selects, recommends and updates nutrition education materials for use in programs assuring the cultural, educational and literacy relevance of the materials to the County's population; arranges, plans and conducts training programs for departmental staff and community organizations.

Creates and disseminates nutrition and lactation informational reports, bulletins, pamphlets, posters, news releases and newsletters.

Chairs and participates in County, regional and state coalitions and committees.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate; researches, develops and implements policies and procedures; reviews and analyzes legislation related to health, nutrition and medical nutrition therapy.

May act on behalf of Nutrition Service Manager as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods and practice of supervision, training and staff development.

Health planning, program implementation, program evaluation, and quality assurance; public health

nutrition and dietetics, including nutrition standards of care and the nutritional requirements for diverse cultural and socio-economic populations.

Nutritional value of foods including various ethnic specialties.

Effective nutritional assessment and counseling techniques and adult education and group process; case management and case coordination.

Working knowledge of contemporary sociological and economic considerations pertinent to community health and nutrition.

Community outreach and public and community health services; typical community resources to assist clients with health and other needs.

Techniques and media of mass communication.

Child neglect, abuse laws and reporting requirements.

Public health statistical and survey methods.

Skill to:

Operate office equipment including a personal computer, copy and fax machines, printers, and multimedia equipment.

Utilize medical tools and equipment such as a glucometer and breastpump.

Ability to:

Organize, direct, supervise, coordinate and evaluate the work of professional and support staff engaged in providing nutrition services.

Interpret and implement program policies and procedures to achieve program objectives.

Organize and prioritize work assignments.

Collect and analyze data to establish/identify needs and evaluate program effectiveness.

Develop goals, objectives, and strategic plans.

Develop, implement and evaluate nutrition programs.

Communicate effectively both verbally and in writing; determine the appropriate course of action in emergency or stressful situations.

Recognize and report child neglect and abuse.

Write informational materials explaining technical concepts and practices in understandable terms.

Explain nutritional information and recommendations in terms understood by diverse groups.

Establish and maintain cooperative working relationships with a variety of different individuals, departments and agency staff.

Conduct training; make public presentations.

Maintain confidentiality of information.

Comply with the Code of Ethics and Standards of Practice of the American Dietetic Association.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Three (3) years working in a public health nutrition program as a nutritionist with one year of lead or advanced journey level responsibility in a public agency.

Education/Training:

A Bachelor's degree is required from an accredited college or university, preferably in nutrition, dietetics or a closely related field.

A Master's Degree in public health or nutrition education may be substituted for two years of experience.

SPECIAL REQUIREMENTS

Incumbents must possess valid certification as a Registered Dietitian issued by the Commission on Dietetics Registration.

Possession of or ability to obtain a California Class C driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel throughout the County may be required.

Candidates for employment must, as a condition of employment sign a statement agreeing to

comply with Section 11166 of the California Penal Code relating to child abuse reporting.

Incumbents must be able to work in an environment which may include exposure to communicable disease.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.



Director of Human Resources

Established Date: November 1993

Revised Date: November 2002

BOS Date: June 30, 2003

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