

SUPERVISING PUBLIC HEALTH NUTRITIONIST

DEFINITION

Under direction, develops, implements, coordinates and supervises a nutrition services program; provides technical, educational and advisory services in the field of nutrition; and performs other related work as is required.

DISTINGUISHING CHARACTERISTICS

This is the supervisory class in the Public Health Nutritionist series responsible for assisting with the development and implementation of the County's Women, Infant, Children (WIC) nutrition program and for supervising a professional and paraprofessional staff in delivery of these services.

It is distinguished from the lower class of Public Health Nutritionist II in that the latter is primarily concerned with providing nutrition services to the community and is not responsible for staff supervision.

It is further distinguished from the class of Dietitian in that the latter is primarily concerned with institutional food service and therapeutic diets.

EXAMPLES OF DUTIES

Assists the Public Health Programs Manager in the administration of the Woman, Infant, Children (WIC) Supplemental Food Program by developing, implementing, and coordinating programs, under federal, state and local guidelines, to meet client needs and program goals

Plans and coordinates the operation of outlying WIC clinics; establishes clinic schedules and staff assignments, recommends policy and procedure relative to clinic operations, and manages the physical facilities

Supervises professional and paraprofessional staff in the delivery of technical, educational and advisory nutritional services; assigns, reviews and coordinates the work of staff, including monitoring for timely completion and conformance to specific directions and overall work standards

Trains staff on education, counseling and evaluation techniques related to nutrition and health education; and on policy and procedures relative to technical program operations

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5. Assists with the collection and analysis of statistical and survey data dealing with program assessment and patient flow
6. Represents WIC in the development, evaluation and implementation of interagency programs, policies and procedures related to agencies for which they serve as liaison
7. Designs meal plans to meet individual dietary requirements of high-risk clients. Provides individual therapeutic diet counseling and conducts group sessions for high-risk clients and/or their families
8. Develops and conducts educational programs in nutrition, health and consumerism for professional and paraprofessional staff; coordinates the development of classroom curriculum and classroom schedules; coordinates utilization of interagency specialty education consultants
9. Keeps current on nutritional research; interprets to professional and paraprofessional staff, its applications to the WIC program; attends meetings and/or conferences
10. Provides consultation to physicians, public health nurses and health agency personnel regarding nutritional requirements and problems of the public and individual clients; serves as subject matter resource to other WIC staff in relation to policies, procedures and by providing professional or specialized knowledge and recommending solutions to complex problems
11. Keeps a variety of records; prepares verbal, written and statistical reports and correspondence.

QUALIFICATIONS

Mandated Requirements

Pursuant to Section 130-10 of the WIC Program Manual, possession of current registration as a Dietitian, credentialed by the Commission on Dietetic Registration of the American Dietetic Association.

Knowledges/Skills/Abilities

A combination of experience, education, and/or training which substantially demonstrates the following knowledges and abilities:

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Thorough knowledge of

1. Human nutrition principles and their relationship to health and disease
2. Social, cultural and economic problems of individuals and families as they apply to public health nutrition

Working knowledge of:

1. Community health organization and resources
2. Principles and techniques of effective supervision
3. Principles of adult education and staff development
4. Counseling techniques as related to the field of nutrition

Skill to:

1. Plan, direct and evaluate the work of subordinate staff
2. Read, interpret and apply government regulations as they apply to nutrition programs
3. Develop, implement and evaluate nutrition programs
4. Communicate verbally to present nutritional information in training sessions and provide information before large groups
5. Gather, analyze and interpret nutritional and patient flow information
6. Write to prepare clear and concise reports and correspondence
7. Establish and maintain effective working relationships with those contacted through the course of work
8. Work with a minimum of supervision.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledges and abilities listed above may be acquired through various types of experience, education, or training, typically:

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EXPERIENCE:

Two years of experience comparable to the class of Public Health Nutritionist II with Monterey County to include the provision of varied nutritional services to the public of which at least one year should have included lead responsibilities.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to communicate verbally in a clear manner and with a volume required to respond to telephone and face to face inquiries and make classroom presentations.
2. Ability to hear telephone and face to face conversations in an office environment with multiple distractions.
3. Ability to read standard printed text and data.

SPECIAL REQUIREMENTS

Possession of a valid Class C California Drivers License by date of appointment (or) employee must provide their own transportation which is approved by the operating authority.

WORKING CONDITIONS

Occasional use of a personal vehicle when a county vehicle is not available.

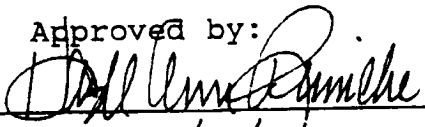
2. Occasional out-of-state and frequent intra-county travel.

CLASS HISTORY

Class Code: 50L80
Established: January 1983
Revised: June 1994

Bargaining Unit: F
EEO Category: P

SDF:gs
6/24/94

Approved by: 

 12/15/94

 Date