

NUTRITIONIST 3

Nature of Work: Under administrative direction, performs supervisory and/or administrative duties at the full-performance level. Assists in the planning, organizing and management of a public health nutrition program in a large geographic region, or oversees a nutrition program in a specialty area at the state level. Supervises and trains other nutritionists or food service staff. Performs related work as required.

Distinguishing Characteristics: Work at this level, includes formally delegated supervisory responsibility for planning, assigning, reviewing and approving the work of nutritionists, support and technical staff. Administrative duties include responsibility for, or assisting in, coordinating the activities of the central office and field staff; coordinating specialized nutrition programs; coordinating statewide training and continuing education programs; developing plans and executing policies for directing the work of others; and interpreting program policies for staff and others. Surveys health care facilities for compliance with applicable state and federal regulations.

Examples of Work

Plans and manages the work of nutrition staff; recruits and interviews support staff; conducts annual reviews of employee performance; plans and conducts conferences with staff.

Develops, writes and implements policies and procedures for program administration.

Assists with delegated administrative tasks, while under the direction of the agency Nutrition Director, such as in the administration of Women, Infants and Children (WIC) Program and/or other public health nutrition programs, which includes managing and supervising nutrition education programs, certification, monitoring and internal reviews.

Assesses staff training needs and plans and provides for continuing education opportunities.

Designs, develops and produces nutrition education materials for distribution in a large geographic area or statewide.

Reviews, prepares and compiles educational materials and public information releases for distribution throughout the region or state.

Reviews and monitors staff activities for compliance with state and federal regulations.

Develops, implements and evaluates in-services and training for staff.

Provides technical expertise to nutrition professionals on nutrition and diet-related health problems.

NUTRITIONIST 3 (CONT'D)**Examples of Work (cont'd)**

Participates in developing an operational plan for delivery of nutrition services in the regional area or statewide. Oversees the provision of contractual nutrition services. As part of a survey team, conducts on-site surveys of health care facilities to monitor compliance with applicable state and federal regulations, and prepares written reports of findings. Reviews, monitors, and approves local nutrition education or breast-feeding plans at the state level.

Knowledge, Skills and Abilities

Knowledge of the principles and practices of dietetics and nutrition as related to public health.
Knowledge of the organization of public health services, food assistance and nutritional education resources.
Knowledge of developments in the field of public health as related to nutrition.
Knowledge of current state and federal regulations related to public health nutrition programs.
Ability to manage programs.
Ability to work with various mass media.
Ability to plan, organize and evaluate public health nutrition programs.
Ability to supervise professional and support staff.
Ability to establish and maintain effective working relationships with both professional and lay groups.
Ability to collect, analyze and evaluate data and technical information.
Ability to communicate effectively, both orally and in writing.
Ability to create and develop educational and instructional materials.

Minimum Qualifications

Training: Graduation from a four-year college or university with a bachelor's degree in foods and nutrition, dietetics or public health nutrition; or a bachelor's degree in a related field with 12 hours in nutrition.
Experience: Three years of full-time or equivalent part-time paid employment as:
dietician or nutritionist employed by a health or welfare agency, food clinic, hospital, child development center, school system, nutrition council;

NUTRITIONIST 3 (CONT'D)

Minimum Qualifications (cont'd)

teacher of foods or nutrition in an accredited school or college; agent or food and nutrition specialist in the Agricultural Extension Program; or research worker in foods or nutrition.

Substitution: Graduation from a Coordinated Undergraduate Program in dietetics, completion of an AP4 Program in nutrition or dietetic internship approved by the American Dietetic Association, or a graduate degree from an accredited college or university in a related field may be substituted for one year of the required experience.

Note: Preference in hiring may be given to an applicant who has current Registered Dietician status.

Established: 8/20/92
Revised: 7/18/94, 3/1/95
Effective: 3/1/95