

SENIOR NUTRITIONIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for developing, implementing and evaluating a nutrition program in the context of an overall municipal health services plan and budget. Responsibilities include advising the agency regarding nutrition programs, policy requirements, staffing recommendations, and budgetary needs, and operation of the Special Supplemental Food Program for Women, Infants, and Children (WIC). The incumbent acts as a liaison between the Health Department and other county agencies, community agencies, and professional organizations, and collaborates in the development of interagency information and referral systems. Work is performed under general supervision of the Associate Public Health Director. Supervision is exercised over the WIC staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops program services based on assessment of community and target population needs and resources in line with departmental goals and objectives;

Participates in the agency's long and short range program planning, identifying services which require a nutrition component so that they can be integrated in the overall agency's health plan;

Coordinates appropriate nutrition activities for programs and/or services within the health agency;

Serves as a resource person regarding food nutrition and related programs in the community;

Provides nutrition education and individual counseling to residents and their families regarding proper nutrition, food preparation, and therapeutic diets;

Plans and conducts training and in service programs in nutrition and health to agency staff and other professionals, paraprofessionals, clients and the general public;

Selects and/or develops, evaluates and updates nutrition education materials used in agency programs;

Acquaints clients and the general public with available community resources in foods and nutrition programs; e.g. home-bound meals, WIC, food stamps, head start and Title VII senior nutrition programs;

Trains and supervises subordinate dietary staff, as appropriate;

Prepares reports to local health agency in accordance with federal and state regulations;

Submits an annual report of program activities to local agency;

Assists in health agency outreach regarding nutritional benefits and program activities;

Develops contracts and agreements for the provision of services relative to WIC;

Writes grants to enhance the program services offered by the WIC program;

Reviews, directs and evaluates client-care plans to insure appropriate nutritional care for WIC clients;

SENIOR NUTRITIONIST (cont'd)

Interprets and implements federal, state and local policies and procedures as they relate to the WIC program;
Develops the annual WIC budget and monitors program expenditures;
Analyze and evaluate state and local WIC computer reports and memorandum;
Participates in state, regional and local WIC programs to keep up-to-date with the latest nutrition, food service and health information;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern principles and practices of normal and therapeutic nutrition and their application to community health programs; thorough knowledge of nutrition and dietary assessment techniques (anthropometric, biochemical, clinical and dietary); thorough knowledge of community organization and needs, issues and problems in nutrition in the community; good knowledge of community health and nutrition resources, good knowledge of current laws and regulations as related to public health nutrition, good knowledge of health care ethics; ability to direct staff in implementing program operations; ability to work cooperatively with others and to maintain effective inter-agency and community relationships; ability to interpret complex Federal and State regulations; ability to communicate effectively both orally and in writing; sensitivity to persons of differing cultural values and traditions; initiative tact; resourcefulness; sound professional judgment; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Masters degree in nutritional sciences, community nutrition, clinical nutrition, dietetics, public health nutrition or a closely related field and three (3) years experience in the development or administration of a nutrition program;; or
- b) Bachelors degree in nutritional sciences, community nutrition, clinical nutrition, dietetics, public health nutrition or a closely related field, and five (5) years experience in the development or administration of a nutrition program; or
- c) An equivalent combination of experience and training as defined by the limits of a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of certification and current licensure by the Academy of Nutrition and Dietetics as a Registered Dietitian.