



APRIL 2019
FLSA: NON-EXEMPT
Bargaining Unit: PL
JCN: 7816

PA#3/N.1-2

County of El Dorado County
June 1990

Revised: October 1997

NUTRITIONIST

DEFINITION

Under general supervision~~direction~~, provides nutrition counseling,~~education~~, education, and consulting services in a general public health area or a specialized program ~~such as the Seniors';~~ and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Nutrition Program Services Supervisor. Exercises no direct supervision over staff. May provide technical and functional direction and training to lower-level staff.

DISTINGUISHED CLASS CHARACTERISTICS

This ~~class provides~~ is a fully qualified journey-level classification. Incumbents are responsible for performing nutritional assessment and counseling,~~coordination of education providing nutrition education and dietary guidance for program participants, coordinating~~ educational nutrition programs, and monitoring ~~of~~ program operations,~~including kitchen and meal site areas and meals to~~. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the ~~homebound~~.~~operating procedures and policies of the work unit.~~

This class is distinguished ~~form~~ from the ~~Senior Nutritionist~~ Nutrition Services Supervisor in that the latter is a ~~lead~~ full-level ~~class with responsibility~~ supervisor responsible for planning, directing~~assigning~~, supervising, and reviewing~~evaluating~~ the work of nutrition,~~food service and office support~~assigned staff.

EXAMPLES OF DUTIES/TYPICAL JOB FUNCTIONS (Illustrative Only)

- > Performs nutrition~~nutritional~~ assessments and provides nutrition education and dietary counseling~~education guidance~~ for program participants ~~and~~; consults with agency/departmental staff~~and persons having dietary and nutritional~~, health care professionals, community-based food distribution programs, food retail industries, and the general public on matters of good nutrition practice.
- > Monitors the overall operation of a specialized nutrition program,~~including food production activities, food service sanitation, safety and hygienic food handling techniques.~~

- ~~Prepares a monthly menu for various nutrition programs in accordance with mandated California state requirements.~~
- ~~Conducts workshops~~Coordinates and conducts educational programs ~~for children, expectant mothers and teenagers.~~
- ~~Coordinates educational programs with the public health division, health providers and other community~~internal to County government, community-based agencies; ~~conducts orientations for new program members; performs outreach to doctors' offices, clinics and hospitals,~~ populations at risk, and the general public.
- Serves as a liaison with vendors, providing nutrition-related goods and services for program participants.
- Determines participant eligibility based on defined criteria of assigned program(s).
- ~~Prepares pamphlets, newsletters, and other types of instructional materials~~material; ~~conducts discussions and gives demonstrations on food preparation, food values, and the dietary needs of different age and occupational groups~~recommendations.
- Evaluates medical and nutritional information to identify ~~problem~~ nutrition needs.
- ~~Maintains proficiency and awareness of new trends and innovations in the field of nutrition as applied to individuals that may respond to improved nutritional practices, communities, and populations.~~
- ~~Provides work direction and review for paid and volunteer staff and indirect direction and consultation for food service support staff.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Represents the County and the program in contacts with community and other agencies, and the public.
- ~~Performs other~~related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ☞ Principles and practices of nutrition, including menu planning and food preparation methods specific to program area of assignment.
- ☞ Principles of nutrition for varying age, cultural, social, and economic groups.
- ☞ Principles ~~and~~, practices, and techniques of nutrition education.
- ☞ Breastfeeding principles and counseling techniques.
- ☞ Applicable federal, state and local laws, code, rules, and regulations pertinent to the assigned area of responsibility.
- ☞ Community social service support services and agencies.
- ☞ Office administrative procedures, including recordkeeping ~~and the operation of standard office equipment~~.

Skill in:

- ☞ Performing Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- ☞ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- ☞ The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- ☞ Modern equipment and communication tools used for business functions and program, project, and task coordination.
- ☞ Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- ☞ Perform nutrition assessments, determining/determine nutritional requirements, and providing/provide client counseling/education.
- ☞ Working/Work with a wide variety of socio-economic/socioeconomic, age, and ethnic groups.
- ☞ Reviewing/Review and recommending/recommend improved menu plans.
- ☞ Evaluating/Evaluate the effectiveness of nutritional program s/programs and food services.
- ☞ Conducting/Conduct effective nutritional workshops and other educational programs.
- ☞ Preparing/Prepare clear, concise, and complete reports and other written correspondence.
- ☞ Maintaining/Maintain accurate records of work performed.
- ☞ Establishing and maintaining/Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- ☞ Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- ☞ Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- ☞ Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ⇨ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Other Requirements:

~~Must possess a valid driver's license. Must be a Registered Dietician by the American Dietetic Association.~~

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to ~~graduation from~~ a bachelor's degree from an accredited four-year college or university with major coursework in public health nutrition or nutrition sciences ~~and two, or a closely related field;~~

AND

Two (2) years of experience as a ~~nutritionist~~ Nutritionist in a public agency. An advanced degree in an appropriate field is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of certification as a Registered Dietitian issued by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

PHYSICAL DEMANDS

~~Must possess. Note:—The above qualifications are a typically accepted way of obtaining the required knowledge and skills.~~ mobility to work in a standard office, community field, or institutional setting, using various standard office equipment, including but not limited a mobile devices, computer technology, and equipment specific to nutrition/dietary assessment and intervention; vision to conduct anthropometric assessment, identification of critical or emergency situations, and to read printed material and a computer screen; and hearing to evaluate parenting interaction, parenting skill level and verbal cues of potential domestic violence and speech to communicate in person, before groups, and over the telephone. Depending on assignment, standing in work areas and walking internal and external to facilities may be required, and travel to visit various cultural, physical, behavioral, and environmental settings may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer or other keyboard type, specialty devices such as breast pumping, blood screening, and anthropometric measuring devices. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in both an office and community field environment with moderate noise levels and controlled and uncontrolled temperatures, and may work outdoors with exposure to loud noise levels and fluctuating temperatures. Incumbents may be exposed to bloodborne/aerosolized pathogens in the performance of their assigned duties. Employees may be subject to violence in the workplace related to interaction with the public and clientele who are emotionally distraught or afflicted with behavioral conditions.