

NUTRITIONIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for planning, developing and evaluating the nutrition component of public health programming. The incumbent also provides nutrition counseling to clients and their families. The work is performed under the general supervision of the Public Health Director and the Public Health Systems Administrator with leeway allowed for the exercise of independent judgment in carrying out the professional nutrition details of the job. The incumbent performs a variety of related duties as required.

TYPICAL WORK ACTIVITIES:

- Subject matter resource and Program delivery
- Plans, develops, directs and evaluates the nutrition component of public health programming as needed;
- Serves as a team member in the Public Health Department's broader nutrition and health program area;
- Determines the nature and extent of nutrition needs and problems of the target population and develops policies, standards and services to meet needs;
- Provides referrals to other community agencies or providers, as necessary;
- Serves as a Competent Professional Authority 3 (CPA 3) as defined by the New York State Department of Health;
- Coordinates nutrition services with other health services and with existing nutrition programs of the other community agencies;
- Assesses nutritional needs of clients against nutritional standards;
- Provides nutrition counseling to clients and clients' families;
- Provides leadership in developing, conducting and evaluating nutrition training for staff in nutrition education topics;
- Plans and evaluates methods and materials used in nutrition education aspects of the program appropriate to the educational level and cultural needs of the clients;
- Acts as the resource person for information on nutrition issues/topics for staff;
- Keeps up to date on applicable program policies and procedures;
- Maintains program records in accordance with Federal, State and Local agency requirements;
- Reports and summarizes progress and activities at regular intervals;

- Professional Improvement and other duties as assigned
- Plans and conducts in-service nutrition education for professional, allied agency personnel and community agencies;
- Plans, develops and initiates nutrition education which may include the development,

- review, and distribution of nutrition education materials;
- Participates in required orientation programs;
 - Completes and required program trainings;
 - Jointly develops and pursues a professional improvement plan, in cooperation with the supervisor, to increase competency in position responsibilities;
 - Supervises field experience in nutrition for public health and community nutrition students;
 - Performs a variety of related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of nutrition and diet therapy; thorough knowledge of the relationship of nutrient intake to health and to restorative and rehabilitative treatment; thorough knowledge of how various disease states and medical regimens alter nutrient needs; good knowledge of the processes involved in menu planning, marketing and food preparation, along with the ability to advise on organizing and directing these processes effectively, efficiently and economically; ability to establish and maintain effective working relationships with clients and staff; ability to understand and follow complex oral and written instructions; ability to speak clearly and effectively to both individuals and groups; ability to use computer applications or other automated systems such as spreadsheets, word processing and other database software in performing work assignments; must be able to work evening, early morning/or weekend hours.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nutrition or closely related field and two (2) years of experience working in community nutrition programs and/or with limited resource audiences; OR

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nutrition or closely related field and four (4) years of experience as defined by the limits of (A) above; OR

(C) Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in Nutrition or closely related field and two (2) years' experience as defined by the limits of (A) above AND be a Certified Lactation Counselor (CLC) or International Board Certified Lactation Consultant (IBCLC).

SPECIAL REQUIREMENTS:(At the time of appointment)

(A) Must be a registered Dietician by the Academy of Nutrition and Dietetics and maintain such license throughout the duration of employment; AND

(B) Must possess a valid driver's license to operate a motor vehicle and must maintain such license throughout the duration of employment.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted

CSC 01/12/08

Revised

CSC 07/21/15

Revised CSC 04/17/18