



CLASSIFICATION NO. 546  
Established: 11/17  
FLSA: Exempt  
EEO: 2

## **NUTRITIONIST, SENIOR**

### **CLASS CHARACTERISTICS**

Under direction, to lead and train assigned staff; to act as County's Local WIC Agency Training Supervisor; to perform Nutritionist professional level duties including assessment, counseling and assisting in care coordination for high risk clients, preparing and delivering nutrition education, and developing specialized nutrition plans; to serve as a nutrition consultant to County staff and the community; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Public Health Division within the Department of Health, Housing and Human Services promotes and protects the health of County residents through population-based programs and services. These include immunizations, prenatal care and family planning services provided in conjunction with the County's Federally Qualified Health Clinics (FQHC). Other services include nutrition education and support through WIC, emergency planning and response, vital records, community engagement to identify and address health problems, communicable disease control and food safety measures.

The Nutritionist, Senior leads and performs the work of Nutritionist and Nutrition Assistant staff assigned to the WIC (The Special Supplemental Nutrition Program for Women, Infants, and Children) Program. The Nutritionist, Senior also fulfills the roles and responsibilities as a Local WIC Agency Training Supervisor by the State of Oregon.

The Nutritionist, Senior differs from the Nutritionist which provides professional level nutrition assessment, counseling, care coordination, education and specialized nutrition plans for high risk clients but has no lead work nor official training supervisor responsibilities.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Leads and coordinates staff training and development specific to WIC program requirements for assigned staff; ensures all staff development and training materials are appropriate, current and effective; assesses, plans, implements and evaluates strategies to meet training and staff development needs; identifies, develops and presents staff in-services, professional meetings, and daily activities; assesses task-appropriate training needs of staff; coordinates continuing education; networks with State, other health professionals and community regarding staff training, education, training opportunities, and resources.
2. In accordance with State designation as a Local WIC Agency Training Supervisor, ensures training, including completion of appropriate Oregon WIC training modules, is done in a timely manner and in compliance with State policy; completes staff observation and related

checklists; scores module post-tests; documents training module completion in appropriate data system and files training documents.

3. Leads and coordinates evaluation of the annual nutrition services plan; writes, prepares and submits plan for providing quarterly in-services; assures that staff receives training that supports achievement of Nutrition Education Plan goals and objectives.
4. Mentors, assigns, trains and reviews work of assigned staff, including Nutritionists, Nutrition Assistants and Dietetic Interns; assures effective, appropriate and accurate information and services are provided to WIC clients; coordinates training schedules and work for Dietetic Interns.
5. For high-risk clients, provides case management, and develops and implements nutrition and breastfeeding care plans; reviews and approves medical documentation for special formula; coordinates care with Public Health nursing staff, special medical formula dispensaries and medical providers; provides therapeutic dietary instruction.
6. For high and normal risk clients, determines WIC program/nutrition risk eligibility and provides nutritional assessment and counseling; collects anthropometric and biochemical information from participants including blood hemoglobin screening; prescribes or assigns food packages for participants; refers clients to appropriate resources within public health or the community.
7. Collaborates with community agencies and County programs in coordination of nutrition programs; leads, evaluates and develops nutrition education activities and materials for Public Health Division staff and the public; attends meetings, conferences and other professional development functions.
8. Assists in the development of policies, procedures, standards and services for nutrition assessment, education and intervention; researches current dietary practices, trends and new products; monitors and tracks inventory of breast pumps and accessories, including hospital grade breast pumps that are loaned to clients.

## **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles, techniques and practices of nutrition education, dietetics, and breastfeeding education; recommended normal and therapeutic nutrition practices for maternal, infant, and child nutrition; Oregon WIC Program training policies related to WIC Agency Training Supervisor's role and responsibilities.

Working knowledge of: Recommended normal and therapeutic nutrition practices for all age groups; participant centered counseling and assessment techniques for culturally diverse and high risk participants; Oregon WIC Program regulations for eligibility, food benefits and education; principles, practices and program policies of public health; community agencies and resources, and how to effectively utilize them for individuals and groups of clients; educational and training methods; principles and procedures of record keeping and reporting, including related software/data systems; customer service techniques; basic math; research techniques and procedures.

Skill to: Apply participant centered counseling and assessment techniques to individual and group sessions; stay current with new WIC policies, data system functionality, and nutrition

information; plan and coordinate special training activities and events, such as quarterly in-services, policy updates and new data system functionality; maintain updated reference materials and keep staff current with up-to-date information; work to comply with Oregon WIC training policies; lead, train, assign and review work of staff; advocate for staff training and development within agency; coordinate agency training activities; act as key staff contact for State WIC Program; provide input to State WIC Program on new training opportunities, materials and resources; analyze foods, menus, recipes, food preparation and other related nutrition/diet functions for nutritional content and adequacy, and to make comparative cost studies of foods; interpret regulations, policies and procedures; apply nutrition principles, practices and techniques to public health programs; perform consultative services by providing information, nutritional, educational and training activities; research contemporary nutrition problems and current methods used to address their resolution; utilize community services and resources effectively to meet client needs; document nutrition assessment and care plan in medical chart; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, other agency personnel, participants, and the community.

### **WORKING CONDITIONS**

Duties involve exposure to bodily fluids including blood, and routine contact with individuals who may have communicable diseases.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Registration as a dietician with the Academy of Nutrition and Dietetics.
- Must meet State of Oregon's Local WIC Agency Training Supervisor qualifications which include possessing Authorized Competent Professional Authority (CPA) at the Professional level as certified by State of Oregon WIC Program.
- Basic Life Support (BLS) certificate.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.