



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Nutritionist**
Jurisdictional Class: Competitive
Civil Division: County
Adoption: CSM 12/10/14
Revised: CSM 7/13/16

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Health Department and involves assessing, planning, developing, implementing and evaluating nutritional needs of clients and providing education to individuals and targeted populations related to nutritional issues, with the goal of preventing disease and improving health of individuals and populations. The work is performed under the general supervision of the Supervising Nutritionist or program unit director with leeway allowed for the exercise of independent judgment in carrying out the professional nutrition details of the job. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides nutritional education to individuals or targeted populations as identified by program areas and community assessment;
Develops programs and evaluates impact of nutrition education programs;
Promotes current best practices of evidenced-based nutritional behaviors, e.g. breastfeeding;
Completes continuing education as related or required to maintain professional standards;
Assists in supporting other program areas requiring or benefiting from nutritional expertise as requested (e.g. blood lead poisoning, breastfeeding, grant writing)
May participate in disaster activities as trained and assigned;
Does related tasks as assigned.

If assigned to WIC (Women, Infants and Children) program:

Assesses nutritional need of clients and assigns a food package by comparing dietary intake against standards for nutrition of normal individuals;
Provides nutrition counseling to clients and client's families regarding foods available through WIC program, nutrients provided by these foods and additional foods required to assure satisfaction of complete nutrition needs;
Provides for the nutrient needs of clients as affected by medical regimens, drug therapy, or physical limitations;
Plans and conducts in-service training programs in nutritional care for the staff of the WIC program, health department, and county agencies and interested community groups;
Conducts individual and group counseling on maternal and child health nutrition specific to the participants needs and advises on dietary modification;
Utilizes methods and materials used in nutrition education aspects of the program appropriate to the educational level and cultural needs of clients;
Maintains program records in accordance with Federal and State agency requirements;
Advises clients' families and staff on available community resources in foods and nutrition;
May participate in disaster activities as trained and assigned;
Does related tasks as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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;
Thorough knowledge of processes involved in menu planning, marketing and food preparation;
Ability to advise program clients on organizing and directing these processes effectively, efficiently and economically;
Ability to establish and maintain effective working relationships with program clients and staff;
Ability to understand and follow complex oral and written instructions;
Ability to speak clearly and effectively to individuals and groups relative to the program;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

NYS Department of Health Sanitary Code, Section 11.131 Entry Level Qualifications:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree with major studies in food and nutrition AND registered as a dietitian by the American Dietetic Association (RD/RDN); OR
- (B) Graduation from a regionally accredited or New York State registered college or university with either a Bachelor's, Master's, or PhD in Nutrition.

NOTE: All applicants must be approved by the NYS Department of Health prior to appointment if working in the WIC program.