

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

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|--------------------|---------------------|
| Job Title | <u>Nutritionist</u> |
| Sch & Grade | <u>PAT-7</u> |
| Class Code | <u>BE16</u> |
| FLSA Status | <u>Non-exempt</u> |
| Bargain Unit Elig. | <u>AFSCME</u> |
| Occupational Group | <u>Health</u> |

PRIMARY PURPOSE:

Functions as a professional nutritionist for the Women, Infants and Children public health program.

SUPERVISION:

Under the direct supervision of the Senior Nutritionist and /or the WIC Coordinator.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Evaluates diet needs of pregnant and post partum women, infants, and children; assigns appropriate risk factors, explains the certifying risk factors to the participant and certifies eligibility of WIC participants on the basis of nutritional risk as a competent health professional in the WIC Program.
2. Evaluates calories, protein, vitamins, etc. required for participants according to established guidelines.
3. Screens applicants for dietary supplement services, and determines appropriate food package in accordance with federal/state regulations.
4. Conducts a health assessment for applicant and makes medical, social services, and related program referrals when appropriate.
5. Conducts nutrition education as required by the WIC Program on an individual or group basis including establishing nutrition related goals and objectives, developing lesson plans, creating class displays, and composing newsletters.
6. Participates in developing interests in and maintaining cooperative relationships with other community agencies and groups.
7. Assists individuals and families in carrying out nutrition recommendations made by the physician.
8. Approves special formulas in accordance with state agency policies and procedures.
9. Engages in ongoing professional development to remain current in nutrition/dietetics discipline.
10. Maintains records and compiles reports and statistical data.
11. Travels to satellite clinics to perform WIC Program services as assigned.
12. Provides program services according to Missouri WIC Operations manual.

IMPORTANT FUNCTIONS:

1. Participates in professional development training as required.
2. Prepares and presents information to the public, as required.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Nutrition and dietetics principles; basic math calculations; effective presentation techniques.

Abilities

Accurately assess WIC participant diet needs; deal effectively and sensitively with a variety of people from different cultures and economic backgrounds; maintain accurate records; prepare and present clear reports; disseminate information in a friendly and professional manner; follow oral and written instructions; communicate effectively both verbally and in writing; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the city's stated mission and philosophy; deal effectively and courteously with associates and the general public; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited four-year college or university with a Bachelor's Degree in Foods and Nutrition or Dietetics plus one year of experience in a Nutrition related discipline; or a Bachelor's Degree in a related area with 15 hours in Nutrition, Community Nutrition and Diet Therapy course work required and one year of WIC experience.

Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 30 pounds; sorts records, handouts, and forms; must be able to hold and grip objects such as equipment utilized to conduct assessments of participants; visually observes physical indicators regarding participant's nutrition needs; may be subject to sitting for long periods of time; operates a computer keyboard and mouse.

Working Environment

Indoors with heating and cooling regulated in a clinic setting; subject to constant and sometimes extreme noise; possible exposure to strong odors; exposure to disease due to dealing with bodily fluids as well as symptomatic and asymptomatic individuals.

Licensing/Certification

Assignment requires incumbent to possess a valid Missouri Motor Vehicle Operator's License and must be able to provide own vehicle for on the job transportation purposes.

Miscellaneous Requirements

Must be able to pass criminal background check and credit check. Must be able to work evenings on a rotating basis.

Last Revision: February 13, 2012

GENERAL ORDINANCE NO. 2900

Comments: Updated Abilities

Date: January 2, 1979

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date: _____