

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

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| Job Title | <u>Nutritionist Educator</u> |
| Sch & Grade | <u>PAT -6</u> |
| Class Code | <u>BE13</u> |
| FLSA Status | <u>Non-exempt</u> |
| Bargain Unit Elig. | <u>AFSCME</u> |
| Occupational Series | <u>Health</u> |

PRIMARY PURPOSE:

Receives training and instruction to perform entry-level nutrition work for the Springfield-Greene County Health Department WIC (Women Infant and Children) Program. Participates in the nutritional phase of public health programs at the local level.

SUPERVISION:

Under the direct supervision of the WIC Program Coordinator. May also receive direction from other nutrition staff members and or Senior Nutritionist.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Receives training and instruction regarding how to evaluate the diet needs of pregnant women, infants, and children; assign appropriate risk factor, explain 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. Develops and executes calculation skills needed to effectively calculate calories, protein, vitamins, etc. required for participants according to established guidelines.
3. Receives training to screen applicants for dietary supplement services, and determine appropriate food package in accordance with federal/state regulations.
4. Acquires, develops, and/or executes skills needed to conduct medical and other personal history evaluation for applicant(s) and makes physician, social services, and related health program referrals when appropriate.
5. Learns how to conduct nutrition education as required by the WIC Program on an individual or group basis including developing lesson plans, establishing annual goals and objectives, creating class displays, and composing newsletters.
6. Becomes knowledgeable of how to approve special formulas in accordance with state agency polices and procedures.
7. Reads and studies nutrition practices via professional journals, patient data, nutrition manuals, etc.
8. Learns and applies Missouri WIC Operations Manual that outlines how to provide program services according to state regulations.

IMPORTANT FUNCTIONS:

1. Participates in and completes professional development training as required by Missouri Department of Health and Senior Services; also completes required City training.
2. Attends conferences, seminars, and other training for professional development purposes.
3. Prepares and presents information to the public, as required.
4. Travels to off-site clinic locations to conduct satellite clinic operations as needed.

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 and basic math calculations; familiar with windows-based computer software applications; working knowledge of PowerPoint computer software a plus.

Abilities

Must learn to accurately assess WIC participant diet needs; receive and effectively execute a variety of training relating to nutrition work for the Springfield-Greene County Health Department WIC (Women Infant and Children) Program; deal effectively and sensitively with a variety of people from different cultures and economic backgrounds; maintain accurate records; make appropriate nutrition-related calculations; disseminate information in a friendly and professional manner; follow oral and written instructions; read, understand and apply program regulations and guidelines as well as other training or instructional material; assist in delivering presentations; learn and utilize computer software applications; 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 college or university with a Bachelor's Degree in Foods and Nutrition or Dietetics; or a Bachelor's Degree in a related area with 15 hours in Nutrition.

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.

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

None Required.

Miscellaneous Requirements

Must be able to work evenings on a rotating basis; may be required to provide own vehicle for transportation to satellite clinics. When operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License.

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| Last Revision: | February 13, 2012 | GENERAL ORDINANCE NO. 5278 |
| Comments: | Updated Abilities | Date: June 16, 2003 |

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| 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: _____ |