

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Senior Nutritionist</u>
Sch & Grade	<u>PAT-7*</u>
Class Code	<u>BE14</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit	Elig. <u>AFSCME</u>
Occ Group	<u>Health</u>

PRIMARY PURPOSE:

Performs advanced, comprehensive nutrition education work that includes developing and implementing breastfeeding education as well as an annual nutrition agency plan.

SUPERVISION:

Under the direct supervision of the WIC (Women, Infant and Children) Program Coordinator. Serves as a lead, directing nutritionist staff and may supervise support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assesses and implements the nutrition education needs of the community as it relates to chronic disease and the population's general health by leading the WIC staff in developing an annual nutrition education plan that addresses these critical issues.
2. Plans and coordinates scheduling of nutrition staff to provide quality WIC services.
3. Coordinates with assigned office staff to maintain an adequate amount of appointment slots within the computerized scheduling system to meet the contractual agreement with the Department of Health and Senior Services (DHSS).
4. Ensures yearly management assessment and agency goals and objectives are initiated and completed in a timely manner.
5. Ensures that all assessment tools meet quality assurance standards.
6. Coordinates with citizen groups, schools and the DHSS to promote and develop participation in the WIC Program and to educate the public about the nutritional services provided.
7. Responsible for training new nutrition staff and answering questions on policy and procedure concerning the nutritional and breast feeding components of the WIC Program as well as keeping staff informed of any changes in WIC policy and procedures.
8. Ensures that all lesson plans, displays, and informational handouts provide current, accurate information presented in a tasteful, sensitive and professional manner concurring with City of Springfield and Springfield-Greene County Health Department guidelines.
9. Provides technical assistance, participant consultations and in-service training in the area of breastfeeding to staff, other health professionals and participants as well as issuing breast pumps.
10. Develops and presents breastfeeding classes to all pregnant and postpartum women.
11. Travels to satellite clinics to perform WIC Program Services as assigned.
12. Performs typical Nutritionist job duties as defined in the Nutritionist job description.
13. Serves in the capacity of the WIC Program Coordinator in his/her absence.
14. Prepares and presents information to the public, as required.

IMPORTANT FUNCTIONS:

1. Participates in professional development training as required.

Performs related work as required.

***Eligible for 5% pay differential**

QUALIFICATIONS REQUIRED:

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

Knowledge

Has a comprehensive knowledge of nutrition and dietetics principles that includes breast-feeding principles, techniques, and effects; 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; gather and analyze data including identifying trends, determining significant findings and developing educational programs to address those findings; deliver effective presentations; effectively lead, train, and/or supervise assigned staff; disseminate information in a friendly and professional manner; follow oral and written instructions; communicate effectively both verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in caring 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 at least two years of experience as a Springfield-Greene County WIC Nutritionist; or a Bachelor's Degree in a related area with 15 hours in Nutrition, must include Community Nutrition and Diet Therapy plus two years experience as a Springfield-Greene County WIC Nutritionist. Community health experience is desirable.

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

When providing own vehicle for transportation, must possess a valid Missouri Motor Vehicle Operator's License with proof of insurance. Must be an International Board Certified Lactation Consultant.

Miscellaneous Requirements

Must be able to work evenings on a rotating basis; may be required to provide own vehicle for transportation to satellite clinics.

Last Revision: February 16, 2012

General Ordinance No: 5278

Comments: Updated Abilities

Date: June 16, 2003

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: _____