Job Description

Job Title:	Nutritionist II	Classification:	Classified
Department:	Health	Grade:	200
Occupational Group:	Public Health	FLSA:	Non-exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; conducts nutrition assessments, assigns risk factors, and provides appropriate nutrition and breastfeeding education to all participants according to the State of Missouri Women, Infant and Children (WIC) program policies and procedures. Performs additional duties such as Nutrition Coordinator, Skills Validator or Breastfeeding Coordinator, as assigned.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Determines health and nutritional risk factors for certification and recertification for WIC program eligibility by performing dietary, biochemical, medical, and anthropometric assessments of individuals; consults with physicians, participants, and appropriate WIC officials regarding special formula usage. Explains the certifying risk factors to participants.
2. Coordinates all nutrition and breastfeeding services provided to participants.
3. Provides participant-centered nutrition education and counseling for high-risk participants; completes the high-risk care plan; documents the nutrition education contact.
4. Provides breastfeeding education and support to participants. Completes a breastfeeding assessment when a participant requests formula supplementation; approves limited formula if necessary; provides support to participants for developing successful milk supply.
5. Recommends appropriate supplemental foods, exempt formulas and WIC eligible nutritionals in accordance with policies and procedures. Consults with physicians, participants, and appropriate WIC officials regarding special formula usage.
6. Prescribes appropriate food packages; determines participant cycle for follow up; issues food benefits in accordance with State policy; loads benefits; prints shopping list; schedules next appointment; checks WIC direct for successful completion.
7. Refer participants to appropriate social, health and/or nutrition services available in the community.
8. Participates in staff in-services and/or training sessions related to WIC policies/procedural changes.
9. Provides consultation to medical professionals regarding participant nutritional needs; provides one-on-one counseling with participants regarding health and nutritional needs; reviews and discusses nutrition assessments with participants and their families.
10. Reviews and approves lesson plans for all groups nutrition education including: breastfeeding promotion/education, substance abuse, and self-paced learning modules.
11. Evaluates nutrition promotional materials for WIC use according to established criteria.
12. Coordinates with other WIC staff to ensure all are aware and up to date of nutrition and breastfeeding information.
13. Provides recommendations for improvement of nutrition education materials used in the WIC program.
14. Develops, coordinates, and performs additional duties such as Nutrition Coordinator, Skills Validator, or Breastfeeding Coordinator, as assigned.

15. Maintains the confidentiality of files, records, reports, and data as required by law, City policy and procedure.

Other Duties

- Participates in community outreach efforts as assigned.
- Ensures program integrity.
- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of nutrition and food, particularly in relation to health and disease; current developments in public health nutrition and their application to the local nutrition program; benefits of breastfeeding and understanding of best practices to support the breastfeeding mother; adult learning principles, stages of change, and basic counseling methods; and basic computer skills and literacy; Windows Explorer; Microsoft Office Suite.

Skill in: Obtaining accurate anthropometric and hematological measurements; developing and building rapport to build effective working relationships with WIC participants, team members, and other health and social services personnel; planning and organizing work assignments; providing client-oriented nutrition education and counseling; presenting ideas clearly and concisely, in oral and written form; Windows Explorer; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Dietetics, Public Health Nutrition, Human Nutrition, Nutritional Sciences, Nutrition and Fitness, Sports Nutrition, Restaurant and Food Service Management, Foods, Family and Consumer Sciences, Human Environmental Sciences, or Home Economics, including or supplemented by at least 15 semester hours in Foods and Nutrition from a 4-year program including at least one course in Diet Therapy or Medical Nutrition Therapy I & II and one course in Community Nutrition or Nutrition in the Life Cycle/Life Cycle Nutrition; or

A Master's degree from an accredited college or university in Public Health Nutrition, Human Nutrition, Nutrition Education, or Dietetics, including or supplemented by at least 15 graduate or undergraduate semester hours in Foods and Nutrition from a 4-year program including at least one course in Diet Therapy or Medical Nutrition Therapy I & II and one course in Community Nutrition or Nutrition in the Life Cycle/Life Cycle Nutrition; or

Completion of an undergraduate curriculum accredited or approved by The Academy of Nutrition and Dietetics – Accreditation Council for Education in Nutrition and Dietetics (ACEND) resulting in a verification statement from a Didactic Program in Nutrition and Dietetics; or

Completion of a dietetic internship program accredited or approved by The Academy of Nutrition and Dietetics – Accreditation Council for Education in Nutrition and Dietetics (ACEND) resulting in a verification statement from an Internship Program in Nutrition and Dietetics; or
Registered Dietitian (RD), Licensed Dietitian (LD) in the state of Missouri (registration or current eligibility for registration by the Commission on Dietetic Registration (CDR).

Experience: Two years of professional WIC experience as a Registered or Licensed Dietitian with the State of Missouri.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Registered Dietitian must be a Licensed Dietitian in the State of Missouri prior to employment and maintain license throughout employment. Nutritionists must complete the established minimum continuing education in nutrition and breastfeeding annually throughout employment as a condition of employment. Successful completion of state approved training must occur within timeframes designated by the State agency.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person, in a classroom setting and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Employees work in an office environment with moderate to high noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and FLSA status
Revision details: City-wide job description revision and updates; change FLSA status to non-exempt.	