

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Nutritionist III  
**Department:** Health  
**Revised** : September 2019

**Class** : Professional  
**FLSA** : Exempt

*This job description supersedes any prior description for the Nutritionist III classification.*

**GENERAL DESCRIPTION**

Responsible supervisory and administrative work over the Women, Infants, and Children (WIC) Supplemental Food Program. Provides professional nutritional services with a considerable amount of time being spent in providing comprehensive, complex nutrition services to clients and patients with a variety of medical/nutritional problems. This level is differentiated from lower level Nutritionists in the areas of program scope, supervisory accountability, and the in-depth nature of nutritional assessment and counseling. Supervision is provided to lower level Nutritionists and clerical staff.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises, evaluates job performance, and completes performance appraisals on nutritional staff including clerical support staff who work in the Supplemental Food Program for Women, Infants, and Children (WIC); oversees the WIC Clinic workflow and assigns caseloads.

Interviews applicants and makes recommendations for hire of staff supervised that is given particular weight by the Public Health Director.

Develops program goals and annual nutrition plans for WIC services.

Evaluates program services to ensure compliance with applicable federal, state, and local standards and policies.

Develops and delivers Nutrition Education Components of the WIC Program.

Consults and trains other clinicians in developing the nutrition component of a care plan; develops nutrition policies and procedures for other Health Department programs such as Child Health; evaluates the effectiveness of the program plans.

Executes contracts with WIC vendors; handles program problems and coordinates the revalidation of food vouchers when presented by WIC vendors.

Assists with the budget process; recommends budgetary needs and monitors expenditures.

Performs nutritional assessments of clients with a variety of complex nutritional/medical problems by evaluating the client's anthropometric and biochemical measurements, socioeconomic conditions, and diet history; develops care plans and food prescriptions based upon individual's nutritional, medical, and developmental needs and preferences.

Conducts individual and small group educational sessions to clients on topics such as food groups, development, nutrition, specific nutrient needs, breastfeeding, menu planning, and programmatic services.

**Job Title** : Nutritionist III

**Page** : 2

Previews and maintains a supply of selected nutritional educational materials.

Attends management team meetings, workshops, seminars, Board of Health Meetings, as appropriate.

### **OTHER JOB FUNCTIONS**

Attends annual WIC vendor update held for WIC directors by the State WIC Office; performs local WIC vendor training.

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of principles of normal and therapeutic nutrition, drug, and nutrient interaction at all stages of life.

Considerable knowledge of nutrition as it impacts disease pathophysiology.

Considerable knowledge and skill in nutrition and dietary assessment techniques (anthropometric, biochemical, clinical, and dietary), and in interpretation of data.

Knowledge of human behavior and techniques for affecting behavior change.

Ability to plan, organize, and supervise lower level employees.

Skill in writing clear, concise entries in clients' health/medical records.

Skill in the processes of interviewing and counseling.

Skill in understanding individual's socioeconomic status and life-styles with respect for individual differences.

Skill in organization and management of time and resources.

Ability to utilize various computer software applications including WIC Crossroads, Munis, Microsoft Word, Excel, and PowerPoint with accuracy.

Ability to communicate effectively, both orally and in writing.

### **PHYSICAL REQUIREMENTS**

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

**Job Title** : Nutritionist III

**Page** : 3

**MINIMUM EXPERIENCE AND TRAINING**

Master's Degree from an accredited college or university in Dietetics, Public Health Nutrition, or Nutrition, Registered Dietitian with the Commission on Accreditation for Dietetics Education, and one year of nutrition experience; or Registered Dietitian with the Commission on Accreditation for Dietetics Education and two years of nutrition experience.

**This job description does not create an employment contract, implied or otherwise.**