

Code: 4547

Title: COMMUNITY HEALTH/DIETETIC SERVICES COORDINATOR

SUMMARY: Coordinates operations and activities of Community Health/Dietetic Services (CH/DS) sites throughout Pima County and assists the CH/DS Manager in the administration of departmental program areas.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Coordinates operations and activities for multiple Community Health/Dietetic Services (CH/DS) sites throughout Pima County;

Supervises, establishes training plans for, assigns work to, evaluates professional and support staff, participates and makes recommendations in personnel selection, and initiates disciplinary action;

Assists the CH/DS Manager with studies to assess the need for nutrition and health services for the community and assists in the development of services to meet those needs;

Ensures the compliance of CH/DS sites with federal, state, and local program regulations and requirements by updating policies and procedures and training support staff of regulatory updates;

Assists in the preparation, monitoring, and submission of recommendations for multiple CH/DS program site's annual budgets;

Assists the CH/DS Manager in the implementation of the procedures for marketing, outreach plans, client referral, client education, and eligibility determination;

Monitors and analyzes monthly activity reports, detects deficiencies and implements necessary corrective actions to ensure contractual compliance;

Generates and analyzes reports using a computer based system detailing the status of multiple CH/DS programs for federal, state, or local agencies;

Participates in task forces and committees, acts as a representative of Pima County and serves as a point of contact with the external agencies, vendors, clients, and Arizona Department of Health Services regarding critical operational issues;

Establishes and maintains liaison relationships and coordinates program and site activities with other departments, public and private agencies, organizations, and groups;

Monitors contractor performance, activities, compliance, licensing, and funds, and recommends solutions to management as necessary regarding contracts, sub-contracts, grants, and intergovernmental agreements;

Monitors activity of eligibility appeals process and reports non-routine activity to CH/DS Manager for resolution;

Supervises the development of community nutrition and health educational training plans, curriculum, risk specific nutrition care plans, and the training and continuing education of employees;

Acts as point of contact to the public and approves and presents routine news releases and presentations to the community and organizations;

May develop, negotiate, and monitor sub-contracts and grant applications for nutrition and health program sites;

May be required to participate in Public Health emergency events, exercises and training.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of program administration;
- principles and practices of employee supervision, training, and evaluation;

- principles, practices, and techniques of effective communications to include written composition and public speaking;
- principles, practices, and techniques of nutrition and dietetics;
- applicable federal, state and local laws, rules, regulations and standards;
- principles, practices and applications of research, data statistical analysis, and automated information systems;
- principles and practices of grant and contract administration;
- local community agencies, organizations, and resources;
- principles and practices of budgeting and fiscal accountability;
- principles and practices of public relations, marketing, and outreach practices;
- principles and practices of the eligibility appeals process;
- principles, practices, and techniques of nutrition and health educational and training programs.

Skill in:

- planning, organizing, and coordinating activities for multiple community nutrition and health sites and programs;
- supervising, training and evaluating personnel;
- communicating effectively orally and in writing;
- recommending, implementing and explaining policies, procedures, goals and objectives;
- use of computer based resources to document, analyze and report program activities;
- preparing budgets and monitoring funds;
- public relations, marketing, and outreach;
- data analysis and report preparation;
- establishing and maintaining effective working relationships with agencies, organizations, and the community;
- monitoring contractor performance and preparing activity and fiscal management reports;
- monitoring eligibility appeals processes.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in business administration, business management, nutrition, community nutrition, public health, nutrition education, human nutrition, nutritional sciences, or a related field such as home economics, health education, biochemistry or related field (such as home economics or health education with nutrition emphasis) as determined by the appointing authority at the time of recruitment and three years experience in coordinating, monitoring, and/or administering activities in the field of community nutrition, dietetics, public health, or community health plus one year supervisory experience (supervisory experience may be concurrent with general experience).

(A Master's Degree from an accredited college or university in one of the above disciplines may substitute for one year of the required non-supervisory experience)

OR:

(2) Four years experience with Pima County as a Nutrition Services Coordinator.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require registration as a Registered Dietitian by the American Dietetic Association at the time of appointment or prior to completion of initial/promotional probation. Some positions require county-provided certification in capillary finger punctures and/or

venipuncture within six months of appointment. Possession of a valid Class D Arizona driver's license is required at time of appointment

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided. Employee must provide own transportation between facility locations. All positions require competence using the Women Infant and Children (WIC) automation system within six months of appointment due to federal and state regulations, policies, procedures and contract requirements for WIC. Failure to acquire/demonstrate the required competence within six months of appointment may be grounds for termination. Some positions may require bilingual abilities in English and a second language, as determined by the department.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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