

*Code: 4551*

*Title: COMMUNITY NUTRITION SPECIALIST*

**SUMMARY:** Uses technical equipment to determine client eligibility for government funded nutritional programs by collecting information about the individual client nutrition status, health risks and other factors; and entering information into an automated computer based system. Selects and implements nutrition education care plans. These paraprofessional duties are performed in community nutrition offices under the lead of the Nutrition Services Coordinator.

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

Collects information from client related to health history, nutrition status, household income and residency and enters into computer based software to determine eligibility for multiple government nutrition programs for certification periods ranging from one month to one year;  
Obtains client information using standard scales, such as height and weight of women, infants and children, enters information into an automated system that determines the presence of health risks used in determining eligibility, benefits, and nutrition education plan;  
Performs capillary finger punctures for hemoglobin screening, enters results into a automated system to determine client health risks, nutrition education plans and program benefits awarded;  
Instructs clients on appropriate policies and procedures, determines food benefit packages and issues written warnings for program infractions;  
Maintains security and inventory of food instrument supplies;  
Documents client's manual and automated computer based clinical file of services provided;  
Selects, implements and documents client nutrition education care plans and objectives;  
Refers clients to other agencies and programs for additional assistance;  
Answers basic questions and resolves simple complaints from applicants;  
Assists in nutrition office by participating in nutritional classes, setting up client exam and interview rooms, scheduling return appointments and answering phones;  
May issue food instruments in special circumstances, with approval of the Community Health Dietetic Services Coordinator;  
May be required to participate in Public Health emergency events, exercises and training.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- basic principles of nutrition and food composition (vitamins, minerals, fats, proteins, etc.);
- the organization and functions of a public health office;
- community resource agencies;
- interviewing techniques;
- office practices and procedures;
- the use of computer software and equipment.

Skill in:

- communicating effectively both orally and in writing;
- reading, understanding and applying policies and procedures;
- working as a member of a team;

- understanding and relating to the problems of low income and minority individuals and their families;
- interviewing applicants and entering information into an automated data system for use in determination of eligibility;
- entering data into a computer database.

MINIMUM QUALIFICATIONS:

High School Diploma or GED (required for certification in capillary finger punctures) and completion of a college level basic nutrition course or one year of experience working in the field of health, nutrition, health education or social services.

(Additional education in nutrition, dietary sciences or education may substitute for a maximum of six months of the aforementioned experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: 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: Lift and carry up to fifty pounds; work in extremes of heat, moisture and humidity; properly wear require safety clothing and equipment. Other 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.