

Code: 4552

Title: COMMUNITY NUTRITION SPECIALIST-SENIOR

SUMMARY: Leads and participates in the delivery of government funded nutrition services; monitoring assignments of staff to meet regulated time frames and quality standards; develops and conducts health and nutrition education classes and training for clients, Community Nutrition Specialists and school teachers.

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

Develops and conducts nutrition education classes and training for clients, Community Nutrition Specialists and school teachers;

Assists in the monitoring of completion of work unit assignments for compliance with time frames specified by federal, state and county regulations, contracts and policies;

Assists the Nutrition Services Coordinator or the Community Health/Dietetic Services Coordinator in the development and implementation of corrective action plans when programs do not comply with contracts, policies, rules and regulations;

Compiles data from work unit program activities, researching and completing reports for contractors and government administrators on service utilization, nutrition education services and other client participation data;

Recommends and implements new work unit procedures to improve efficiency and effectiveness;

Reviews, selects or develops educational materials for counseling clients individually and in groups on nutrition and health topics;

Uses automated computer systems to maintain client records and determine client eligibility for service, according to nutrition risk factors, residency requirements and guidelines for financial eligibility for potential WIC and CSFP participants;

Assures food draft (voucher) security is completed daily for assigned work unit;

Participates with in-house task forces addressing issues related to nutrition programs;

Refers clients to other nutrition, health or social service agencies for additional assistance;

Performs capillary finger punctures, analyzes results of these and hemoglobin screening to determine client health risks, determine nutrition education plan and program benefits awarded;

Performs height and weight measurements and enters results into client automated software computer based clinical records;

Periodically participates in nutrition education and intervention training for the purpose of being current and consistent with Nutrition knowledge and related topics;

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

KNOWLEDGE & SKILLS:

Knowledge of:

- basic principles of health, nutrition food composition (vitamins, minerals, fats, proteins, etc.) and breast feeding;
- maternal child health;
- government supplemental nutrition program regulations and policies;
- the organization and functions of a public health office;
- universal precautions and procedures for safety in a medical setting.

Skill in:

- presenting basic nutrition and health individual counseling and classes;
- communicating effectively orally and in writing;
- leading staff;
- understanding the problems of low income and minority individuals and their families;
- interviewing clients to elicit essential information to determine needs;
- entering and retrieving client and program data, using a automated computer systems, to include databases;
- researching and analyzing data and preparing reports.

MINIMUM QUALIFICATIONS:

High School Diploma or GED (required for certification in capillary finger punctures) and completion of a college level course in nutrition from an accredited college or university plus two years of experience in supplemental nutrition, health, health education or social service or Public Health programs.

(Additional education from an accredited college, university in nutrition, dietary sciences or education may substitute for a portion of the aforementioned experience, as determined by appointing authority)

OTHER REQUIREMENTS:

Licenses and Certifications: A valid Class D Arizona driver's license is required at time of appointment. County-provided certification in capillary finger punctures and hemoglobin screening is required within 6 months of appointment. Failure to maintain licensure/certification shall be grounds for termination.

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 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 required 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.