

Code: 4555

Title: NUTRITION SERVICES COORDINATOR

SUMMARY: Coordinates community nutrition services at several assigned nutrition offices, to include implementing and monitoring unit policies and procedures to fulfill all contract obligations for the delivery of government funded nutrition services; develops, implements and evaluates nutritional case management and educational programs to meet client needs, program goals and contract requirements; provides working-level supervision over Community Nutrition Specialists, Public Health Aides and support staff engaged in the provision of nutrition services to the community.

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

Recommends and participates in the development and implementation of policies and procedures to assure all contract requirements are met and that they comply with federal, state, county, division and departmental policies, procedures, rules and regulations for multiple government nutrition programs;
Provides input to the Information Technology unit for resolution on computer related problems;
Implements and evaluates staff competency training and standards of performance;
Schedules staff and adjusts work structure for maximum efficiency;
Evaluates employee performance and makes recommendations on hiring, discipline, termination and other personnel activities;
Analyzes and reports program and client data from quality assurance audits to the Community Health Dietetic Services Coordinator for submission to contract agency;
Assesses nutritional needs for case management of high-risk clients with compromised health status for appropriate nutrition intervention;
Conducts the more difficult and high-risk client interviews for eligibility and nutrition assessment and intervention;
Determines, and directs others in, actions to take to resolve applicant complaints and operational problems;
Implements and evaluates nutrition case management and education plans for clients based upon nutritional assessment in accordance with nutrition case management plan, the overall health care plan and program goals and contract requirements;
Interprets and clarifies program goals and regulations to the public, staff and other interested parties;
Reviews and recommends medically prescribed diets with the health care team and serves as a consultant on nutritional care;
Counsels individuals and groups in general nutrition principles, breast feeding support dietary plans, food selection and economics;
Reviews eligibility documents prepared by Community Nutrition Specialists and Community Nutrition Specialist-Seniors to ensure compliance with contracts policies, rules and regulations;
Implements a corrective action plan and reports to Community Health Dietetic Services Coordinator when office nutrition service functions do not comply with program contracts, policies, rules and regulations;
Acts as liaison to public and government agencies, health care providers and hospitals regarding nutrition and program service issues;
May review client files pending appeal and determines if services suspension or denial should be upheld;
May be required to participate in Public Health emergency events, exercises and training.

KNOWLEDGE AND SKILLS:

Knowledge of:

- principles, practices and theories of public health programs, nutrition and breast feeding;
- government regulatory policies, procedures, contracts and compliance requirements relevant to nutrition services;
- principles and practices of nutrition standards, food composition, economics and dietary intakes;
- the relationship of nutrition, health and disease;
- teaching methods applicable to nutrition education;
- principles and practices of employee supervision, training, evaluation and management.

Skill in:

- interpreting data to evaluate program effectiveness and staff performance;
- reviewing and approving food packages to meet special client requirements as to mineral, vitamin, caloric content and related factors;
- communicating effectively both orally and in writing;
- conducting classes for public and professional groups;
- supervising, training and evaluating employees;
- implementing, monitoring and evaluating nutrition programs;
- entering and retrieving client and program data, using a computer database system;
- researching, preparing and submitting routine, recurring and special 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 three years of experience in the field of nutrition, health, health education or social services, of which one year must have been spent working with federal or public health programs.

(Additional education from an accredited college or university as determined by department may substitute for up to one year of the general experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: County-provided certification in capillary finger punctures and hemoglobin screening is required of all positions. Some positions may require registration as a Dietitian (RD) by the American Dietetic Association (ADA) at the time of appointment or prior to completion of initial probation. 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 shall 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.

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

Pima County

Revised 11/28/04(ya)

Updated 04/18/11(gs)