



CLASS SPECIFICATION

Class Code: 0607
Date Est: 07/1973
Last Rev: 06/2019
Last Title Chg: 06/2019
FLSA: exempt
Probation: 12 months

REGISTERED DIETITIAN NUTRITIONIST

DEFINITION

Under general supervision, evaluates nutritional needs of clients and families and recommends dietary regimens within assigned program(s); and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in nutrition or a closely related field AND three years of full-time experience in a clinic, hospital or public health agency as a nutritionist or dietitian; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Licensure as a Registered Dietitian is required at the time of application.

Nevada certification as an Office Laboratory Assistant may be required.

SUPERVISION EXERCISED

May exercise direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Develop, implement, evaluate and revise assigned programs by collecting, analyzing and interpreting program data including statistical and narrative reports and other information to determine that programs meet agency mission and objectives, community needs and grant and regulatory requirements.

Assist with annual program budget request and justification, including approval of purchase requisitions; assist with program reviews and financial audits by explaining expenditures and providing other information requested by auditors.

Actively maintain and grow knowledge of best practices in assigned subject, while providing staff development opportunities to further agency knowledge and capacity.

Assess nutritional needs of individuals and families through physical evaluation and questionnaires to provide dietary counseling and nutritional care plans; make recommendations for continuity of care and coordinate with other client health care needs, referring clients to other community or county services; assess overall client/family health and well-being, and if notices suspected abuse or neglect, notify appropriate agencies or authorities; manage the daily operations of clinic(s) by scheduling staff, monitoring client services, collecting client data and auditing client records.

Maintain, review and audit program records and files, including charting and graphing the results of interviewing/screening processes and progress notes for client case files.

Coordinate and manage special projects, assignments and activities; collect, compile, analyze and monitor progress; present findings to management and community partners, identify alternatives and make recommendations.

Collaborate with county departments and public and private community agencies to expand the scope and reach of public health programs and services, and to promote and improve the health and well-being of the community; provide lead direction and technical assistance on assigned subjects including educational activities and representation on community boards, committees and coalitions.

Write statistical/operational reports pertaining to assigned program to be submitted to departmental, federal, state and local entities.

May supervise staff including professional development, coaching and mentoring, training, work assignment and review, performance appraisal and discipline; and develop training programs specific to program needs.

Determine program eligibility through certification process that includes income determination, nutritional and medical risk factors, nutrition counseling and benefit issuance.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Federal, state and local program eligibility requirements and program guidelines.

OSHA and other health and safety regulations relevant to office laboratory designation for health screening operations.

Local community services and agencies that provide a variety of public assistance programs.

Infection control procedures.

Management information systems and software programs used in the assigned area.

Ability to:

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.

Select, supervise and evaluate the performance of assigned staff.

Develop educational materials and implement training programs in health, nutrition and related services, appropriate to the intended audience.

Recognize indicators of physical abuse, neglect and failure to thrive.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Basic nutrition during the human lifecycle.

Nutritional needs specific to prenatal, infants and children.

Medical terminology and basic medical procedures.

Conduct health screenings and operate a variety of medical equipment.

Principles of general management, supervision and training.

Ability to:

Assess nutritional and medical risks.

Interact effectively with, and interview people from, diverse socioeconomic and cultural backgrounds regarding sensitive health related issues.

Present educational programs appropriate to the intended audience.

Make program eligibility determinations.

Provide technical assistance to staff members.

Interpret, apply, and explain regulations, policies and procedures.

Communicate orally in a clear, concise manner.

Write administrative summaries, narrative reports and other documents.

Plan and organize work to meet schedules and timelines.

Maintain confidential medical, nutritional and personal client information.

Establish, maintain and foster positive and effective working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office and clinic environment. Ability to lift and move objects weighting up to 25 lbs. Ability to use hemoglobin analyzer, infant and adult scale, and measuring board.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.