

City of Dallas
Classification Specification

Title:	Public Health Nutritionist	Class Code:	06511
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Coordinates nutritional assessments, education, training and outreach activities for pregnant and postpartum women and children under five years old participating in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Essential Functions:

1. Analyzes clinical data and nutrition history of applicants to determine eligibility for the program.
2. Informs potential clients of the WIC program to increase awareness of the importance of nutritional health, and makes referrals to appropriate health services and agencies for additional medical care.
3. Determines appropriate WIC food package to improve the nutritional health of the participants.
4. Facilitates sound nutrition practices through educational pamphlets, videos, and individual counseling to educate, motivate, and guide participants in correcting nutritional deficiencies.
5. Consults with other health care professionals to review participant's medical and nutritional risks.
6. Supervises activities at a WIC location including training staff, monitoring and evaluating staff performance, scheduling and assigning tasks, addressing participant's concerns/complaints, and ensuring that supplies are kept at an appropriate level so program will run efficiently.
7. Counsels individuals classified as high risk (pregnant women, women with premature infants, overweight or underweight children) to ensure specialized nutritional needs of the individual are being addressed.
8. Generates reports which track information such as number of high risk participants being referred, demographics of participants, and number of participants seen at various locations to provide managers and other staff members with access to needed information.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Thorough knowledge of dietetics and nutrition.

Thorough knowledge of the WIC program.

Ability to interpret weight gain grids and lab results to anemia.

Ability to communicate effectively with a diverse client population.

Ability to teach and promote good nutrition to patients, medical staff and general public.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Major job functions are performed at a WIC site. May travel to different sites as needed.

May be exposed to illnesses when working with clients.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.