

City of Dallas
Classification Specification

Title:	Nutritionist	Class Code:	06513
Application:	Career Series	Pay Grade:	G
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	10/01/14

Position Purpose:

Performs nutritional assessments of children under five years old, and pregnant and postpartum women to determine eligibility for participation in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC).

Essential Functions:

1. Evaluates clinical data and nutritional history of applicants to determine eligibility for the program.
2. Refers participants to appropriate health services and agencies for additional medical care.
3. Determines appropriate WIC food package to improve health of the participants.
4. Facilitates sound nutritional practices through classes, educational pamphlets, videos, and individual and group 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. Prepares growth charts, prenatal weight gain grids, and 24-hour diet recalls to determine nutritional status.
7. Assists in clerical operations (i.e., makes appointments, answers telephone, distributes emergency formula, enters data in computer and issues food vouchers) to ensure timely service to clients.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work

Thorough knowledge in dietetics and nutrition.

Thorough knowledge of the WIC program.

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

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

Ability to communicate effectively both orally and in writing.

Ability to learn to interpret and apply state income and residence eligibility guidelines.

Ability to effectively teach, guide and counsel participants.

Working Conditions and Hazards:

Major activities of the job are carried out indoors while working at a WIC site. May travel to work at different WIC sites as needed.

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.