

COUNTY OF SANTA BARBARA

DEGREED NUTRITIONIST

EST:
REV:
Replaces:

DESCRIPTION:

Under general supervision, provides assistance to professional staff with providing nutrition services to Public Health Department program clients and performs related duties as required.

DISTINGUISHING CHARACTERISTICS: The Degreed Nutritionist is an entry-level classification utilized in various Public Health programs including the Women, Infants, and Children (WIC) Nutrition Program. Incumbents learn specific program rules and regulations in order to assist with program activities and provide support in performing the full range of nutritionist duties. Degreed Nutritionists are distinguished from Registered Dietitian by the latter's responsibility for independently performing the full range of Registered Dietitian duties compared to the Degreed Nutritionist who performs these duties under the guidance of a Registered Dietician. Individuals in the Registered Dietitian job classification are also required to hold the Registered Dietitian Nutritionist credential.

EXAMPLES OF DUTIES:

1. Determines participant's eligibility for WIC program services by reviewing applications, nutrition questionnaires, and medical documents; and explains ineligibility to participants.
2. Enrolls and recertifies WIC participants: documents income and address verification, medical information, and health questions.
3. Provides individual and group nutrition to high risk participants in the WIC program, under the general guidance of the Nutrition Site Supervisor or Registered Dietitian.
4. Provides individual and group nutrition to high risk participants in the WIC Program, under the general guidance of the Nutrition Site Supervisor or Registered Dietitian.
5. May supervise daily operations at the WIC sites in absence of the Nutrition Site Supervisor and/or the Registered Dietitian.

EMPLOYMENT STANDARDS: Possession of a bachelor's or master's degree from a college or university accredited by the Commission on accreditation for Dietetics Education (CADE) with a major in public health nutrition, nutrition, dietetics, nutrition science, food and nutrition, food science, nutrition and health, community nutrition, home economics with nutrition emphases, or a closely related field.

Additional Qualifications: Incumbents may be required to travel independently to clinic sites and may be required to work evenings and weekends and must possess a valid California Class C Driver's License at the time of appointment. The ability to speak/read/write Spanish fluently may be required for some positions.

Knowledge of: nutrition principles and practices; current trends and issues in nutrition; methods of nutrition and dietary assessment; comparative costs of foods in relation to their nutritional value; counseling techniques; community resources and service; and standard office software.

Ability to: learn, interpret, and apply program rules and regulations; perform diet analysis; learn nutritional habits or cultural needs of program participants; establish rapport with and motivate individuals from diverse backgrounds; conduct group presentations; learn the educational methods appropriate for adults and adolescents; establish and maintain working relationships with superiors, co-workers, and the general public, maintain client confidentiality.

The Public Health Department (PHD) requires all employees working in direct contact with patients or clients in a high risk environment to comply with the PHD Employee Immunizations policy. This can be accomplished by providing documentation of immunizations, submitting laboratory immune titers demonstrating adequate immunity, or obtaining required vaccinations. **A list of requirements, based on the specific program, will be sent at the time an offer letter is presented to the selected candidates(s) and initial documentation will be required at this time.**

COUNTY OF SANTA BARBARA

~~NUTRITIONIST~~REGISTERED DIETITIAN

EST: 1.76

REV: 8.12;1.17

Replaces: Public Health Nutritionist; Nutritionist

DESCRIPTION:

PUBLIC HEATH NUTRITION PROGRAM SPECIALTY

DEFINITION: Under direction, provides professional nutrition service to Public Health Department program clients and performs related duties as required.

DISTINGUISHING CHARACTERISTICS: NutritionistRegistered Dietitian is an entry-/journey-level classification utilized in various Public Health programs including the Women, Infants, and Children (WIC) Nutrition Program, Comprehensive Perinatal Service Program and Primary Care clinics. Incumbents learn specific program rules and regulation in order to perform the full range of nutritionist-registered dietitian duties. Nutritionists-Registered Dietitians are distinguished from Nutrition Site Supervisor by the latter's responsibility for supervision of the day-to-day WIC Clinic operation.

EXAMPLES OF DUTIES:

1. Determines participants' eligibility for WIC program service by reviewing application , nutrition questionnaires, and medical documents; and explains ineligibility to participants.
2. Enrolls an recertifies WIC participants; documents income and address verification, medical information, and health questions.
3. Provides individual and group nutrition and breastfeeding education, to WIC participants and provides referrals to the community resources and documents appropriately.
4. Provides medical nutrition therapy and nutrition counseling to Health Care Center patients.
5. Nutritionists may supervise daily operation at the WIC site in the absence of the Nutrition Site Supervisor.

EMPOLYMENT STANDARDS: Possession of a bachelor's or master's degree from a CADE-accredited college/university; and completion of 1200 hours of supervised practice in a CADE-accredited Dietetic Internship Program.

Must be R.D. eligible upon appointment and must obtain a dietitian registration from the American Dietetic Association within one year of appointment as a condition of continued employment. **Note:** the Commission on Accreditation of Dietetics /education (CADE) is the credentialing agency for the American Dietetic Association.

ADDITIONAL QUALIFICATIONS: Incumbents may be required to travel independently to clinic sites and may be required to work evenings and weekends and must possess a valid California Cass C Driver's License at the time of appointment. The ability to speak/read/write Spanish fluently may be required for some positions.

Knowledge of: nutrition principles and practices; current trends and issues in nutrition; methods of nutrition and dietary assessment; comparative costs of foods in relation to their nutritional value; counseling techniques; community resources and service; and standard office software.

Ability to: learn, interpret, and apply program rules and regulations; perform diet analysis; learn nutritional habits or cultural needs of program participants; establish rapport with and motivate individuals from diverse backgrounds; conduct group presentations; learn the educational methods appropriate for adults and adolescents; establish and maintain working relationships with superiors, co-workers, and the general public, maintain client confidentiality.

EXAMPLES OF DUTIES:

PSYCHIATRIC HEALTH FACILITY SPECIALTY

DEFINITION: Under direction, provides professional nutrition service to clients in the Psychiatric Health Facility of the Behavioral Wellness Department; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS: This is single entry-/journey-level position responsible for the food service oversight of a 16-bed adult, inpatient, short-term stay Psychiatric Health Facility in the Behavioral Wellness Department.

EXAMPLES OF DUTIES:

1. Consults with physician and health care personnel to determine nutritional needs and diet restrictions of patients; obtains and evaluates dietary histories of patients to plan nutritional regimen; plans menus based on

- established guidelines; specifies food portions, service, production and time sequences to ensure patients receive food appropriate to their needs.
2. Monitors meals and food service operations and ensures conformance to nutritional and quality standards; plans and conducts training programs for staff engaged in planning , preparing and serving meals; makes recommendation to medical professionals and management regarding opportunities to increase conformance.
 3. Inspects supplies, equipment and work areas to ensure proper food handling/storage, efficient service and conformance to guidelines.
 4. Records production and delivery data.
 5. Contracts with vendors, purchases or requisition food, supplies and equipment to ensure quality and timely delivery of services.

EMPLOYMENT STANDARDS: Possession of a bachelor's or master's degree from a CADE-accredited college/university; and completion of 1200 hours of supervised practice in a CADE-accredited Dietetic Internship Program.

Must be R.D. eligible upon appointment and must obtain a dietitian registration from the American Dietetic Association within one year of appointment as a condition of continued employment. **Note:** the Commission on Accreditation of Dietetics /education (CADE) is the credentialing agency for the American Dietetic Association.

ADDITIONAL QUALIFICATIONS: Incumbents may be required to work evenings and weekends. The ability to speak/read/write Spanish fluently may be required for some positions.

Knowledge of: nutrition principles and practices; current trends and issues in nutrition; methods of nutrition and dietary assessment; comparative costs of foods in relation to their nutritional value; counseling techniques; community resources and service; and standard office software.

Ability to: learn, interpret, and apply program rules and regulations; perform diet analysis; learn nutritional habits or cultural needs of program participants; establish rapport with and motivate individuals from diverse backgrounds; conduct group presentations; learn the educational methods appropriate for adults and adolescents; establish and maintain working relationships with superiors, co-workers, and the general public, maintain client confidentiality.

EMPLOYMENT STANDARDS:

The Public Health Department (PHD) requires all employees working in direct contact with patients or clients in a high risk environment to comply with the PHD Employee Immunizations policy. This can be accomplished by providing documentation of immunizations, submitting laboratory immune titers demonstrating adequate immunity, or obtaining required vaccinations. **A list of requirements, based on the specific program, will be sent at the time an offer letter is presented to the selected candidates(s) and initial documentation will be required at this time.**

COUNTY OF SANTA BARBARA

NUTRITION SITE SUPERVISOR

EST: 5.02

REV: 3.16

Replaces: Public Health Nutritionist, Sr

DEFINITION/DESCRIPTION:

Under general direction, provides professional nutrition services to Public Health Department program clients; supervises the Registered Dietitians and nutrition function of a program or clinic; supervises staff in one of the Public Health Department's Women, Infants, and Children (WIC) clinics; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS: Incumbents in this class are responsible for providing nutrition services to individuals and/or families, in addition to supervising the activities of other professional and paraprofessional staff in an assigned program or clinic. Duties involve the full scope of a Registered Dietitian. supervising the day-to-day WIC clinic operations and activities of staff providing direct participant services. This class is distinguished from the Nutrition Services Supervisor by the latter's responsibility for supervising Countywide WIC clinic operations, as well as other County nutrition programs.

EXAMPLES OF DUTIES:

1. Supervises and monitors the performance of professional, paraprofessional, and clerical support staff involved in providing direct client services, such as eligibility determination, issuance of food vouchers, standard nutrition education and counseling, and referral of high-risk clients.
2. Monitors and evaluates clinic performance and staffing needs to assure operational efficiency and service effectiveness; conducts chart reviews; responds to and resolves complex issues referred by staff; assists with interviews and staff selection; assigns work to staff; conducts staff meetings; identifies the need for and provides training; conducts employee performance evaluations; recommends and takes disciplinary action as required.
- 2-3. Covers the responsibilities of one of the functional positions in the WIC program per State WIC policies and procedures. Functional positions include, but are not limited to, nutrition education coordinator, breastfeeding coordinator, WIC MIS contact, FMNP Coordinator, Outreach coordinator, training coordinator, Local Vendor Liaison.
- 3-4. Assists the ~~Nutrition Services Director~~ Public Health Program Manager Supervisor in developing program procedures and with staff development activities; may assist in reviewing the menus for County jails and other detention facilities.
5. Provides direct client services, for WIC, Health Care Centers, and other Public Health Programs, including assessing a client's nutritional and health care status and needs; developing nutritional plans for medically high-risk clients and performing dietary/nutritional counseling; and referring clients to appropriate agencies or medical providers.
4. Participates in program assessment and procedural development and review activities; coordinates programs and services with other departments and agencies; and assists supervisor with administrative functions

EMPLOYMENT STANDARDS:

Possession of a bachelor's or master's degree from an accredited college or university with major course work in nutrition and dietetics **and** possession of a dietitian registration with the Academy of Nutrition and Dietetics; **and**,

1. two years of professional nutrition experience that included experience providing nutritional counseling; or,
2. two years of experience performing duties equivalent to a Nutritionist with Santa Barbara County; or,
3. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Additional Qualifications:

- Possession of a valid California Class C Driver's License is required
- Incumbents must be willing to travel to various clinic sites, and may be required to work evenings and weekends
- Bilingual skills may be required for some positions.

Knowledge of: human nutrition and its relationship to health and disease; current trends and issues in public health nutrition; methods of nutrition and dietary assessments and developing a care plan; comparative costs of foods in relation to their nutritional value; the nutritional habits or cultural needs of program participants; community resources and services; counseling techniques; educational methods appropriate for adults and adolescents; standard English grammar and usage; ~~and~~ standard office software, laws and regulations governing public health nutrition programs, specifically WIC policies, work of other social and health agencies, as well as functions of other professions related to nutrition, laws and regulations regarding MNT and nutrition appointments per CPSP, FOHC, Medi-Cal and Medicare.

Ability to: learn nutrition principles and practices during infancy, childhood, pregnancy, and breastfeeding; learn and apply the principles and practices of supervision; interpret and apply WIC program rules and regulations; analyze diets for nutritional adequacy; establish rapport with and motivate individuals from diverse backgrounds; prepare and maintain client records and reports; monitor and direct the work of professional, paraprofessional, and clerical support staff; organize and prioritize work assignments for self and subordinate staff; identify operational problems and implement or recommend improvements; establish and maintain effective working relationships with superiors, co-workers, staff, and the general public; prepare reports; maintain client confidentiality; work independently.

Desirable Qualifications: Previous experience as a Nutritionist in a Women, Infants, and Children program and supervisory experience are highly desirable.

SUPPLEMENTAL INFORMATION:

The Public Health Department (PHD) requires all employees working in direct contact with patients or clients in a high risk environment to comply with the PHD Employee Immunizations policy. This can be accomplished by providing documentation of immunizations, submitting laboratory immune titers demonstrating adequate immunity, or obtaining required vaccinations. **A list of requirements, based on the specific program, will be sent at the time an offer letter is presented to the selected candidate(s) and initial documentation will be required at this time.**