



Public Health Nutritionist II

Job Description

Department: Health
Position: Career Service
Grade: 724
Supervisory: No
Reports to: Division Director – WIC

Summary

Under general guidance and direction of the Division Director - WIC, determines client eligibility and priority for WIC services by assessing medical and nutritional risk. Develops nutrition care objectives and provides individualized counseling, class instruction, and referrals to other agencies to meet identified needs. Documents interventions, goals, and progress towards meeting identified needs.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Client Nutritional Assessment and Risk Evaluation
 - a. Evaluate anthropometric data, biochemical data, and medical and nutritional history information to determine whether clients meet nutritional risk criteria to qualify for WIC services.
 - b. Determine client level of nutrition risk; assign and document appropriate nutrition risk factors; prioritize services based on nutrition risk.
2. Nutrition Counseling and Education
 - a. Provide nutritional counseling and class instruction to target population based on needs, especially nutritional needs for pregnancy, lactation, infants and small children, postpartum, teen mothers, and other health-related issues such as immunizations, substance abuse, mental health, and smoking cessation; document counseling and client progress toward goals.
 - b. Assist with assessment of relevant education materials, including class topics and handouts created for Utah County WIC and by the state WIC office.
 - c. Provide high risk specialized nutritional counseling, medical nutrition therapy, and follow-up for medically and nutritionally compromised clients.
3. Care Planning and Customization of Nutrition Services
 - a. Evaluate client educational level, cultural background, values and health beliefs; develop nutrition care objectives to meet these needs; prioritize education needs of the family.
 - b. Assign appropriate food packages to meet nutritional needs of clients, including specialized formula for infants with specialized or medical needs.

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Job Title: Public Health Nutritionist II
FLSA: Exempt
Effective Date: 10/12/2024
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

4. Referral and Coordination with Community Providers
 - a. Review medical history for immunizations, access to infant and child health care, and prenatal care; identify health and nutrition needs of the family; assess mental health needs of the family; counsel families on available resources and provide referrals as appropriate.
 - b. Maintain regular contact with clients; coordinate care activities with other agencies serving the same clients.
 - c. Obtain appropriate specialized formula for clients; consult with physicians, state WIC staff, pharmacies, and vendors.
5. Technical Assistance and Staff Support
 - a. Provide technical assistance to Public Health Nutritionist I's, WIC Health Technician's, Lactation Support Specialists, and support staff, as needed.
 - b. Review professional articles and current research; prepare and present nutritional in-services.
 - c. Participate in the mentoring and training of WIC new hires and dietetic interns.

Knowledge, Skills, and Abilities

- Knowledge of therapeutic nutrition and diet
- Knowledge of public health principles
- Specialized knowledge of infancy, childhood, pregnancy, and lactation nutrition
- Knowledge of breastfeeding principles, techniques, and equipment
- Knowledge of various infant formula composition and use
- Knowledge of food preparation techniques, food safety, and meal management
- Knowledge of policies and procedures governing WIC
- Knowledge of community resources for client referral
- Knowledge of education principles, including behavior modification techniques
- Knowledge of HIPAA and client confidentiality
- Skilled in conducting nutritional assessment, nutrition care planning, and counseling
- Ability to document nutritional care in an accurate and timely manner
- Ability to work closely and respectfully with clients from diverse and high-risk backgrounds
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

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Work Environment

Work is performed in a clinical environment. Work requires frequent contact with the public, which exposes the incumbent to others' illnesses, including contagious or infectious diseases, and to individuals that may be angry, agitated, or otherwise upset. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee frequently drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Master's degree in Human Nutrition, Community Nutrition, Clinical Nutrition, Public Health Nutrition, Dietetics, Nutritional Sciences, Integrated Studies with a minimum of twenty-four (24) hours nutrition, or Home Economics with an emphasis in nutrition. If a bachelor's degree was completed prior to January 2024, degree holders may be grandfathered in under national requirements.
2. Completion of an approved dietetic internship.

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Additional Eligibility Qualifications

1. Applicants must be registered as a Dietitian with the Academy of Nutrition and Dietetics (AND) .
2. Applicants must be a Certified Dietician with the Utah State Division of Occupational and Professional Licensing.
3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.
5. Selected applicants shall follow UCHD immunization and TB policy for healthcare workers.

Preferred Experience

1. Preference may be given to candidates who are bilingual in English and Spanish.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

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Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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