



# Public Health Nutritionist I

## Job Description

Department: Health  
Position: Career Service  
Grade: 721  
Supervisory: No  
Reports to: Division Director – WIC

### Summary

Under close supervision 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. Evaluate anthropometric data, biochemical data, and medical and nutritional history information to determine whether clients meet nutritional risk criteria-to qualify for WIC services.
2. Determine client level of nutrition risk; assign and document appropriate nutrition risk factors; prioritize services based on nutrition risk.
3. Identify clients at significant medical/nutritional risk and schedule for high-risk follow-up.
4. Evaluate client educational level, cultural background, values and health beliefs; develop nutrition care objectives to meet these needs; prioritize education needs of the family.
5. Provide nutritional counseling and class instruction to target population based on needs, especially nutritional needs for pregnancy, breastfeeding, infants and small children, postpartum, teen mothers, and other health-related issues such as immunizations, substance abuse, and smoking cessation; document counseling and client progress toward goals.
6. Assign appropriate food packages to meet nutritional needs of clients, including specialized formula for infants with specialized or medical needs.
7. Review medical history for immunizations, access to infant and child health care, and prenatal care; identify health and nutrition needs of the family; refer client to appropriate community providers.
8. Assist with developing a relevant class schedules; assist with development of class outlines and supporting materials, such as handouts, visual aids, and newsletter articles.
9. Review professional articles and current research; prepare and present nutritional in-services.

### For Office Use Only

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

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

### **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.

### **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

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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 forty (40) hours each week 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.

### **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. Bachelor's or 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) credit hours in nutrition or Home Economics with an emphasis in nutrition.

### **Preferred Education and Experience**

1. Preference may be given to applicants with one (1) year of work experience performing community nutrition counseling or an approved dietetic internship.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall follow UCHD immunization and TB policy for healthcare workers.

### **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.

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**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.

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

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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