

LINN COUNTY CLASSIFICATION

TITLE: SUPERVISING NUTRITION EDUCATOR

NUMBER: 724

APPROVAL ORDER

PAY RANGE: 12

NUMBER: 2001-015

CATEGORY: MANAGEMENT/EXEMPT

DATE: June 6, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supervise and coordinate the Women, Infants and Children's (WIC) nutrition program; screen and instruct WIC Program clinic clients at nutritional risk and document all nutrition intervention and education.

SUPERVISION RECEIVED: Works under direct supervision of the Public Health Program Manager.

SUPERVISION EXERCISED: Provides general and clinical supervision of WIC Program employees and volunteers.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, implement and evaluate WIC program activities in cooperation with the Public Health Program Manager.
2. Insure WIC Program compliance with Federal, State and County regulations, policies and procedures.
3. Supervise Public Health WIC dietitian. Assure that all high risk and breastfeeding requirements from the State are being met and documented properly.
4. Participate in the development and implementation of the annual WIC Nutrition Education Plan by identifying educational priorities and goals for the purpose of submission to the State WIC Program.
5. Participate in the coordination of the WIC Program with other Linn County Health Department programs and services.
6. Plan, assign, review and coordinate the work of all assigned WIC staff; train staff; provide technical assistance; evaluate and monitor performance of WIC staff; responsible for quality assurance in the WIC Program.
7. Perform duties (Essential Functions) of Nutrition Educator classification.
8. Perform staff evaluations and recruitment activities as designated by the Public Health Program Manager.
9. Discuss, review and resolve complaints from clients, staff, other agencies and the public.

10. Develop and monitor for completion, orientation schedule for all new hires and volunteers.
11. Schedule clinic activities; plan and assure teaching of education sessions.
12. Provide caseload management by determining which priorities are to be served to support budgeted caseload; determine the need for additional clinics as may be required by caseload.
13. Provide monthly statistics to Public Health Program Manager.
14. Assign staff to perform store policy reviews. Monitor vendor services during supervisory visits and assure compliance with State WIC expectations.
15. Update WIC State Manual.
16. Develop and maintain effective, harmonious and reasonable work relationships with others.
17. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

18. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of nutrition and health. Ability to prioritize duties, coordinate staff assignments and work within a team structure. Ability to problem solve and make appropriate decisions in high pressure situations; skill in using calculator and personal computer. Ability to understand and carry out directions and instructions, working somewhat independently within the guidelines of the program and job descriptions. Good communication skills and ability to maintain confidentiality. Ability to conduct basic group as well as one-on-one nutrition education session.

EXPERIENCE, EDUCATION AND TRAINING: A Bachelor's Degree in nutrition or closely related field and at least two years experience working as a Nutrition Educator in a WIC Program. Previous experience in a coordinator or supervisory capacity preferred. Any satisfactory combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle license and an acceptable driving record at the time of appointment may be a condition of employment, since travel to and from satellite clinics may be required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work involves travel to various community agencies and schools throughout the County. Work involves a significant amount of locomotion, including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds. Have sufficient visual acuity to read scales, measuring boards, obtain capillary blood samples, read hemocue machine. Work may involve potential exposure to blood products, cleaning materials and loud noises.