



Code: 3410
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health

CLASS TITLE: PUBLIC HEALTH NUTRITIONIST I

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs entry-level professional nutrition assessment and counseling duties providing services to individuals, groups, and families in a public health center or clinic, and performs related duties as required

ESSENTIAL DUTIES

- Interviews clients to obtain information on medical history, background, and dietary intake and develops and prepares individual nutritional care plans
- Counsels clients with low to moderate health risks on good nutrition and changes in dietary practices required for improved health
- Screens, enrolls, and certifies the eligibility of clients enrolled in the Women, Infants, and Children (WIC) program
- Schedules follow-up visits with clients to assess and evaluate the outcome of prescribed care plans
- Works with clients on an individual basis to promote the benefits of good health and nutritional practices
- Works with a team of health care professionals to coordinate nutritional services with other needed health care services for individuals and their families
- Documents nutritional services provided in client files and maintains computerized client assessment and evaluation records
- Prepares reports on clients serviced and related work activities
- May conduct workshops on good nutritional practices designed to promote healthy eating and to help prevent or treat illness

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's Degree in Dietetics, Foods and Nutrition, or a directly related field, or an equivalent combination of education, training and experience provided that the minimum education requirement is met.

Licensure, Certification, or Other Qualifications

- Must be a Licensed Dietitian Nutritionist with the Illinois Department of Financial and Professional Regulation within six months of hire

WORKING CONDITIONS

- Medical facilities environment (e.g., health center, clinic)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *nutritional assessment, planning, and counseling
- *theories and principles of food and nutrition
- record keeping methods, practices, and procedures

Some knowledge of:

- *human development and disease theory
- applicable computer software packages and applications
- applicable federal, state, and local laws, and regulations

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *SERVICE ORIENTATION - Actively look for ways to help people
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2017