



**Code: 3411**  
Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Public Health

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## **CLASS TITLE: PUBLIC HEALTH NUTRITIONIST II**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs fully functional 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**

- Reviews nutritional, health history, and medical data of clients to evaluate the adequacy of their dietary intake, determine their risk factors, and assess their nutritional and dietary needs
- Develops individualized nutritional care plans and counsels clients and their families on good nutrition and dietary practices
- Provides nutritional services and counseling including in-depth nutritional counseling to high risk clients
- Conducts individual counseling and group sessions on nutrition education to promote healthy dietary habits
- Schedules follow-up visits with clients to monitor and encourage compliance with prescribed nutritional care plans
- Works on a team with other health care professionals to monitor the progress of high risk clients and to coordinate other needed health services to clients and their families
- Prescribes food packages to clients enrolled in the Women, Infants, and Children (WIC) Program
- Documents nutritional services provided in client files and records and maintains computerized client assessment and evaluation records
- Prepares reports on clients serviced and related work activities
- Consults with client's referring physician for clarification of orders, as required
- Provides guidance and direction to lower level Public Health Nutritionists and Nutrition Technicians, as required
- Conducts workshops on good nutritional practices designed to promote healthy eating habits and to help prevent or treat illnesses, as required

**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 Master's degree in Dietetics, Foods and Nutrition, or a directly related field; OR a Bachelor's degree in Dietetics, Foods and Nutrition, or a directly related field, plus two years of work experience in public health nutrition or an equivalent combination of education, training and experience provided that the minimum education requirement is met.

#### **Licensure, Certification, or Other Qualifications**

- Registered Dietitian (RD) credential awarded by the Commission on Dietetic Registration
- 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**

Considerable knowledge of:

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

Moderate 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

Other knowledge as required for successful performance in the Public Health Nutritionist I class

**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
- \*COORDINATION WITH OTHERS – Adjust actions in relation to others' actions

Other skills as required for successful performance in the Public Health Nutritionist I class

**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

Other abilities as required for successful performance in the Public Health Nutritionist I class

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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.

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City of Chicago  
Department of Human Resources  
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