



Code: 3413
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health

CLASS TITLE: REGIONAL NUTRITION COORDINATOR

CHARACTERISTICS OF THE CLASS

Under direction, oversees supervisory nutrition staff and coordinates program activities at public health centers and clinics within an assigned geographical region of the City, and performs related duties as required

ESSENTIAL DUTIES

- Directs Public Health Nutritionist III staff responsible for supervising nutrition services and programs, ensuring program policies and procedures are followed
- Conducts site visits to review and assess staff performance, the maintenance of patient records and files, and the delivery of nutrition services to patients and their families
- Conducts quality assurance meetings with staff to ensure compliance with established nutritional care standards
- Confers with representatives of funding agencies to review funded nutrition programs' policies, procedures, and reporting requirements
- Reviews program reports and monitors operations and nutrition education components to ensure compliance with program requirements
- Develops and provides in-service nutrition education workshops and seminars for regional staff
- Works with the Director of Nutrition in gathering data and preparing grant proposals to obtain additional funding for nutrition programs
- Prepares reports on region-wide program activities and services for management use
- Oversees administrative support services for region staff including purchasing, personnel, and budget
- Provides direct services to clients (e.g., nutritional assessment, counseling, referrals, WIC coupons), as required
- Oversees other geographical regions to maintain site coverage, 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, plus four years work experience in nutrition, of which one year is in a supervisory role related to the responsibilities of the position 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
- Licensed Dietitian Nutritionist (LDN). At the time of employment, positions must be a Licensed Dietitian Nutritionist (LDN) in the State of Illinois
- The following certifications must be obtained within one year of employment: International Board Certified Lactation Consultant (IBCLC), Certified Lactation Counselor (CLC), and a Certified Lactation Specialist (CLS).

WORKING CONDITIONS

- General office environment
- 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**

Comprehensive knowledge of:

- *nutritional assessment, planning, and counseling
- *theories and principles of food and nutrition

Advanced knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines

Considerable knowledge of:

- *human development and disease theory

Moderate knowledge of:

- *management and supervisory methods, practices, and procedures

Some knowledge of:

- *public health care trends, issues, programs, and services

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

Other knowledge as required for successful performance in the Public Health Nutritionist III 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
- *LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- *INSTRUCTING – Teach with others how to do something

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- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
 - *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
 - *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Public Health Nutritionist III 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
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

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

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude

Other characteristics as required for successful performance in the Public Health Nutritionist III class

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.