CLASS TITLE: PUBLIC HEALTH NUTRITIONIST III

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises a staff of Public Health Nutritionists engaged in providing nutritional care assessments and counseling services to clients at public health centers or clinics, and performs related duties as required.

ESSENTIAL DUTIES

- Oversees a nutrition program (e.g., the Women, Infants, and Children (WIC) Program or the nutrition component of the Family Wellness Program) at a health center or clinic, supervising professional and clerical nutrition staff in all phases of service delivery.
- Reviews patients’ nutrition files completed by staff to ensure the accuracy and completeness of nutrition assessments and care plans.
- Directs the program’s day-to-day operations to ensure that clients are serviced in a timely and efficient manner.
- Provides in-service training to staff on nutritional care standards.
- Coordinates nutrition workshops and participates in neighborhood health fairs promoting good health care and nutrition practices.
- Prepares program status reports in compliance with program and funding guidelines.
- Provides nutritional services to clients, interviewing clients to assess nutritional needs and developing nutrition care plans.
- Maintains a directory of available resources within the community.
- Identifies community resources and sites to conduct program activities.

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 three 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.
- Licensed Dietitian Nutritionist (LDN). At the time of employment, positions must be a Licensed Dietitian Nutritionist (LDN) in the State of Illinois.

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

Advanced knowledge of:
- *nutritional assessment, planning, and counseling
- *theories and principles of food and nutrition
- *record keeping methods, practices, and procedures
Considerable knowledge of:
- *human development and disease theory
- *applicable federal, state, and local laws, regulations, and guidelines
Some knowledge of:
- supervisory methods, practices, and procedures
- *medical terminology

Knowledge of applicable City and department policies, procedures, rules, and regulations
Other knowledge as required for successful performance in the Public Health Nutritionist II 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
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 others how to do something
*SERVICE ORIENTATION - Actively look for ways to help people
*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
*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 II 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- 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 II class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- 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
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Public Health Nutritionist II 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.

City of Chicago
Department of Human Resources
September, 2013