

INGHAM COUNTY JOB DESCRIPTION

NUTRITIONIST

General Summary:

Under the supervision of a Clinic Coordinator, conducts nutritional assessments, provides nutrition counseling to community residents, prepares nutrition care plans, counsels clients, and serves as a nutrition resource person for departmental staff. Teaches group education sessions related to nutrition and makes nutrition related presentations to interested groups in the County.

Essential Functions:

1. Conducts nutritional assessments and provides nutritional education services to participants of WIC, Maternal Support Services, Infant Support Services (MSS/ISS) Child Health, Women's Health, nursing programs and the Ingham Health Plan.
2. Educates and counsels high-risk clients on an individual basis taking into consideration medical and nutritional needs, laboratory results, cultural and personal preferences, finances, and client's goals.
3. Prepares nutrition care plans specific to client's needs to provide solutions to nutrition problems.
4. Interprets laboratory results and prepares nutrition care plans accordingly.
5. Assists mothers with breast feeding. Assesses problems and teaches and counsels clients in an effort to overcome difficulties. Follows-up with clients during home or office visits.
6. May enroll and recertify WIC clients based on eligibility and anthropometric measurements as mandated by the Michigan Department of Community Health Educates clients in medical and nutritional results of enrollment and recertification.
7. May conduct home and hospital visits, providing nutrition counseling to County residents as needed for pregnant and postpartum women and mothers of infants and children.
8. Contacts physicians' offices to coordinate care between the physician and Nutritionist or request prescriptions for specific formulas.
9. Discusses clients' nutritional care plan and instruction with other staff involved in client care. Serves as nutrition resource person for all staff members compiling information including pamphlets, booklets, articles, and other resources for use in nutrition programs.

10. Refers clients to other units within the Health Department and to outside agencies as necessary.
11. Teaches group education sessions related to nutrition or oversees such training presented by other staff.
12. Develops nutrition lesson plans, nutrition education handouts, pamphlets and visual aids. Reviews and updates nutrition education materials for use by the department.
13. May serve as part of an interdisciplinary team as the nutritionist to prepare and manage team care plans for clients.
14. Represents the department before interest groups to present nutrition education materials.
15. May act as a preceptor for, and evaluate the performance of, Dietetic Interns from Michigan State University.
16. May coordinate the breast pump loan program. Monitors pumps loaned to clients, autoclaves returned pumps, and prepares policies and guidelines for the loan program.
17. Maintains records and files regarding services and activities and documents services by preparing requested reports.
18. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.
19. Participates in workshops, conferences, and other continuing education opportunities to maintain professional status as a Registered Dietician status.
20. May perform the duties of a Nutrition Educator.

Other Functions:

21. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Dietetics.

Experience: Two years of professional experience as a Registered Dietitian (RD), preferably in a hospital or public health setting.

Other Requirements: Registration as a Dietitian by the American Dietetics Association.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Prolonged standing while teaching.

Bending and stooping to access departmental files.

Ability to enter and retrieve information from a computer system.

Lifting and transporting materials and equipment weighing up to 30 lbs.

Lifting children in order to weigh and measure them.

Working Conditions:

Works in office conditions and travels throughout the County to visit clients.