



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 727.2

Job Title: **SENIOR NUTRITIONIST**

Pay Grade: 18

GENERAL SUMMARY:

Supervises or serves as a lead professional to analyze, plan and monitor the delivery of health nutrition services for the Health Department and within the community.

RESPONSIBILITIES:

- May supervise section, schedule and review work, train and evaluate employees as job duties and location require.
- May supervise or lead the delivery of health nutrition services on a daily basis, including work schedules and assignments.
- Develops and provides nutritional health care education and consultation to health department clients and their families.
- Counsels clients, collects nutritional data and makes assessments and recommendations regarding nutritional lifestyle and habits.
- Constructs nutritional care plans and follows client through to completion of plan.
- Documents and updates client medical records. Identifies and records all findings.
- Identifies patient eligibility for social service programs; refers patient to proper social service agency.
- Provides public health nutrition services for non-family groups, e.g., childcare centers, schools, nursing homes, industry, etc.
- Serves as an instructor or leader for nutrition classes and programs.
- Participates in community planning and organization of nutrition and health services, including identification and analyses of specific community nutrition needs.
- Summarizes, prepares and submits monthly reports as required.
- Performs special projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor of Science degree in Nutrition or Dietetics; and the successful completion of an internship which meets the approval of the A.D.A. is preferred. Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

SPECIFICATIONS: (continued)

EXPERIENCE:

One year of experience as a Dietitian or Nutritionist in a health care setting is required.

License: Registration with the American Dietetic Association (RD) is preferred. Depending on assignment may require both Registration (RD) and State of Texas licensure (LD), if working in areas involving Medicare/Medicaid reimbursement.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with support and technical staffs, and other health care professionals. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Nutritionist
Senior Nutritionist
Nutritionist Consultant
Nutrition Services Chief