CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 727.1

Job Title: **NUTRITIONIST**

Pay Grade: 14

GENERAL SUMMARY:

Oversees, plans, analyzes and monitors the delivery of health nutrition services for the Health Department and the community.

RESPONSIBILITIES:

- In accordance with Federal, State, and Local policies and procedures perform screenings which include, proof of identification and residency, income determination, anthropometrics, and hemoglobin testing.
- Utilizing the Value Enhanced Nutrition Assessment Model obtain a health history to determine risks, nutritional need, aid participant in setting goals and determine program eligibility.
- Prescribe supplemental food package, assess need for breastfeeding support, breast pumps or supplies, and issue in accordance with policies and procedures.
- Issue and maintain inventory of returned formula, breast pumps and supplies, and educational material according to policies and procedures.
- Distributes nutritional information to patients, families and the community.
- Provides public health nutrition services for non-family groups, e.g., childcare centers, schools, nursing homes, industry, etc.
- Compiles and maintains statistical site and patient information; may prepare reports as directed.
- Conducts nutrition classes and programs.
- Identifies patient eligibility for social service programs; refers patient to proper social service agency.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor of Science degree in Nutrition, Dietetics, or related field.

EXPERIENCE:
No experience is required.

LICENSE:
Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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 listed in the above job description.

JOB FAMILY:
Nutritionist
Senior Nutritionist
Nutritionist Consultant
Nutrition Services Chief

Effective: October 1990
Revised: August 2022
Revised: January 2023