



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:

- Develops and provides nutritional health care education and consultation to health department clients and their families.
- Identifies patient eligibility for social service programs; refers patient to proper social service agency.
- Develops and conducts nutrition classes and programs.
- 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.
- Distributes nutritional information to patients, families and the community.
- Maintains supply inventory and equipment maintenance.

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.

EXPERIENCE:

No experience 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 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: November 2008*