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.

RESPONSIBILITES:

- 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 obtains a health history to determine risks, nutritional need, aid participant in setting goals and determine program eligibility.
- Prescribes supplemental food packages, assess the need for breastfeeding support, breast pumps or supplies, and issue in accordance with policies and procedures.
- Issues and maintains inventory of returned formula, breast pumps and supplies, and educational material according to policies and procedures.
- Implements and conducts individual nutrition consultation and care for high-risk participants using Nutrition Care Process systematic model.
- Reviews, approves and follows-up on medical requests for formula products, according to State and Local WIC Policy and Procedures
- Serves as an instructor or leader for nutrition classes and programs.
- Summarizes, prepares and submits monthly reports as required.
- Performs special projects as requested.

SPECIFICATIONS:

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

EXPERIENCE:
Two years of experience as a Nutritionist, Dietitian, or closely related field.

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

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.

SPECIFICATIONS: (continued)

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:
May supervise direct report employees.

Indirect Supervision:
May supervise 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

Effective: October 1990
Revised: November 2008
Revised: January 2023