Fulmont Community Action Agency
Job Description

JOB TITLE: Qualified Nutritionist
DEPARTMENT: WIC
REPORTS TO: WIC Program Director
FLSA STATUS: Non-Exempt
PREPARED BY: Stella Zanella
APPROVED BY: Denis E. Wilson, Sr.
APPROVAL DATE: June 7, 2021

SUMMARY
Responsible for implementing and evaluating the nutritionist education component of the WIC program by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Basic computer knowledge in performing general office work relating to nutrition education.

Develops and implements high-risk care plans and oversee high-risk care to all participants.

Coordinate nutrition education, including breastfeeding promotion and support that is responsive to the identified needs/interests of each high-risk participant.

Referral high- risk participants to other health-related and social service, as necessary.

Track high-risk participants' progress in improving their health and document outcome.

Ensure the efficient flow of the assessment and education process.

Perform anthropometry and hematological testing.

Provide leadership in planning, conducting, and evaluating Participant Centered Nutrition Education services.

Determines community nutrition resources.

Participates in community organizations such as local nutrition education.

Provide leadership in developing, conducting and evaluating nutrition training for local agency staff in nutrition education topics.

Expands and updates referral system.

Participates in State, regional and local programs and conferences to keep abreast of new development in nutrition.

Adhere to all agency safety policies, as well as any State, Federal, or other applicable regulations.

Perform other duties on an as needed basis.

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Registered Dietitian Nutritionist (RD/RDN)
Bachelor's, Master's or PhD in Nutrition

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES
Must possess special skills in program development, development of education materials, community action experience, counseling skills or experience in participant advocacy. Must have reliable transportation.

PHYSICAL DEMANDS

The employee must possess the physical ability to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

SIGNATURE AUTHORITY

Specific forms, referrals, releases, notices and reports, and general screening forms (WIC Dietary forms).