

LINN COUNTY CLASSIFICATION

TITLE: NUTRITION EDUCATOR
NUMBER: 725
PAY RANGE: 07
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 2000-441
DATE: October 25, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Screen and instruct Women, Infants and Children (WIC) Program clinic clients at nutritional risk and document all nutrition intervention and education.

SUPERVISION RECEIVED: Works under direct supervision of the Supervising Nutrition Educator who outlines education protocols, work standards, procedures and assignments.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of this position.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Participate in training and overseeing volunteers working all phases of clinic operation.
2. Perform physical measurements (weight, height, head circumference) on clients following State WIC guidelines and plot results on age appropriate growth chart.
3. Perform laboratory procedures such as capillary blood collection and measure hemoglobin utilizing Hemocue.
4. Analyze client nutritional risk criteria obtained from history, physical measurements and laboratory procedures and utilize criteria to certify clients for WIC program.
5. Provide basic nutrition education through classes or individual consultation.
6. Initiate client referrals to other public health programs and to outside medical/social/educational agencies.
7. Document nutrition interventions in WIC chart and maintain client records according to State and local guidelines.
8. Provide clerical assistance to augment existing clerical services such as: filing charts, check-in clients, issue manual vouchers, answer phones, make appointments, make new charts and batch WIC data for entry.
9. Work as a team member to mail vouchers according to State and local procedures.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Basic knowledge of nutrition and/or health. Ability to understand and carry out direction and instructions, working somewhat independently within the guidelines of the program and job descriptions. Good communication skills and ability to maintain confidentiality. Ability to conduct basic group as well as one-on-one nutrition education session.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school with some post-high school education preferred in health and nutrition, maternal and child health programs, social services, education and counselling. WIC knowledge obtained through WIC work history or former enrollment as a WIC client a plus.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work involves travel to various community agencies and schools throughout the County. Work involves a significant amount of locomotion, including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds. Have sufficient visual acuity to read scales, measuring boards, obtain capillary blood samples, read hemocue machine. Work may involve potential exposure to blood products, cleaning materials and loud noises.