

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Nutrition Educator

Class Code: 50340

Pay Grade: GH

A. Purpose:

Provides nutrition assessment, education, and counseling to participants in the Women, Infant, and Children (WIC) program, and the Maternal and Child Health (MCH) Program to promote normal growth and health.

B. Distinguishing Feature:

Nutrition Educator provides nutrition counseling and education services to clients in the WIC program in an assigned region.

Dietitian/Nutritionist performs duties as a registered dietitian/licensed nutritionist in establishing and modifying diets for clients diagnosed as having diabetes, metabolic disorders, food and drug interactions, or other acute care conditions complicated by diet.

Nutrition Assistant interviews clients, gathers information, and determines eligibility for certification in the WIC program.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides nutrition assessment, education, and counseling to clients participating in programs ensuring that they receive information on proper nutrition.
 - a. Makes a recommendation for policies, procedures, and nutritional materials.
 - b. Performs nutritional assessments on program participants.
 - i. Evaluates dietary status and medical histories.
 - ii. Develops individual nutritional care plans.
 - c. Promotes normal growth and maintenance of health.
 - d. May perform counseling on therapeutic nutrition with consultation of Dietitian/Nutritionist.
2. Monitors and evaluates all WIC activities within an assigned area to ensure local agency staff comply with and implement policies and procedures.
 - a. Interprets federal regulations and program policies and procedures.
 - b. Coordinates marketing efforts for the program.
 - c. Investigates program abuse cases.
 - i. Contacts clients to gain information.
 - ii. Recommends if clients should remain on the program.
 - d. Monitors monthly nutrition reports.
 - e. Recommends program improvements, policies, and procedures.
3. Plans and presents nutritional program training and offers technical assistance to local agencies, community health nursing staff, and program support staff to develop or enhance knowledge of nutrition.
 - a. Provides nutrition education materials.
 - b. Reviews nutrition resources.
 - c. Conducts nutrition education workshops and in-service training.

4. Monitors WIC activities in other offices to ensure compliance with the WIC manual and regulations.
5. Performs other work as assigned.

D. Reporting Relationships:

May direct the activities of Nutrition Assistants.

E. Challenges and Problems:

Challenged to provide quality nutritional services to clients. This is difficult because of limited resources of time, educational materials, and clients ignoring or deviating from nutritional plans.

Typical problems include changing the eating behaviors of participants, dealing with non-compliant participants who don't understand program eligibility and regulations, scheduling participants within allotted time, dealing with complaints, and recognizing clients needing referrals.

F. Decision-making Authority:

Decisions include day to day activities and schedules; appropriate counseling and nutrition goals; program marketing needs; the interpretation of policies and procedures; how to handle program abuse problems; and approving educational resource needs, materials, and forms to order.

Decisions referred to a superior include the interpretation of policies and procedures in unusual cases, hearings and appeals, agency improvements, staffing, and space needs.

G. Contact with Others:

Daily contact with other state offices to coordinate services and for referrals; weekly contact with the state nutritionist and other WIC program staff for consultation, special diet interpretations, and for materials; and monthly contact with WIC participants for counseling.

H. Working Conditions:

The incumbent works in a typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- nutrition and health practices;
- social and economic conditions as they apply to nutrition;
- nutrition education methods.

Ability to:

- evaluate programs and ensure compliance;
- establish and maintain effective working relationships with others;
- plan and present training sessions;
- interpret policies and procedures.

