

**RUTHERFORD COUNTY, TENNESSEE  
CLASSIFICATION SPECIFICATION**

<b>CLASSIFICATION TITLE:</b>	<b>NUTRITIONIST</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>SAFETY SENSITIVE:</b>	<b>SUBJECT TO RANDOM DRUG AND BREATH ALCOHOL TESTING</b>

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to evaluate patient nutritional information, determine patient eligibility for nutritional program participation, and provide public education concerning nutrition, diet, and food management. Duties and responsibilities include evaluating nutritional needs of patients, identifying nutritional risks, determining program eligibility, providing nutritional information to patients, delivering educational presentations to the public, and maintaining records. Reports to the WIC Supervisor.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Evaluates nutritional status/needs of patients and determines eligibility for Women, Infants & Children's (WIC) nutritional program.

Evaluates medical data/measures, nutritional information, and patient responses to determine program eligibility.

Identifies patient nutritional risks and determines nutritional/eating needs.

Perform direct clinical services, such as obtaining hemoglobin and vital measurements, on patients as is necessary following established WIC program guidelines, policies, and laboratory and infection control procedures.

Accurately document vital measurements and in-house hemoglobin results in TNWIC and Electronic Health Record.

Contribute to a culture of safety through following bloodborne pathogen standards and infection control and laboratory guidelines.

Utilize appropriate personal protective equipment when at risk for exposure, as measured by direct observation; participate in all required annual trainings, including OSHA Bloodborne Pathogens.

Consults with health care providers to obtain relevant information regarding patient care.

Approves or denies Request for WIC Therapeutic Products and Supplemental Foods forms.

Performs calculations to determine patient risk criteria such as body mass index, appropriate nutrition intake, gestational age, and estimated date of delivery.

Provides demonstrations and/or other appropriate patient education.

Develops and documents appropriate nutrition plan of care to comply with program guidelines and practice standards.

Interviews patients to assess their literacy level, cultural background, and readiness to learn.

Collects and evaluates progress on nutrition-related data to determine the patient's stages of change and goals.

Documents information associated with the patient's nutrition care plan and education provided into the patient record according to policies and guidelines.

Interprets and explains nutrition data and risk to patients to promote behavior change and comply with programs guidelines.

Conveys information on breastfeeding techniques and other nutrition issues by using multiple media to promote healthy lifestyle behaviors.

Enters patient data and services provided into patient tracking computer system.

Certifies patients who meet criteria and documents in medical records to provide appropriate services.

Assigns appropriate supplemental food packages to comply with program guidelines.

Monitors patient's progress to achieve nutrition goals.

Monitors and inventories resources related to infant feeding such as breastfeeding aids and infant formula according to policies and program guidelines, as required.

Inspects and cleans breastfeeding equipment.

Develops and provides a variety of teaching strategies and tools, including posters or lesson plans, to promote healthy lifestyle behaviors, as needed.

Serves as the nutrition advisor on multi-agency committees by providing nutrition information.

Maintains knowledge of community resources to provide referrals and resources to the public.

Attends required trainings to stay up to date with current knowledge and policies.

Develops specific goals and plans to prioritize, organize, and accomplish work in an efficient manner.

Works at Emergency Point of Dispensing (POD) sites at times and places mandated by State of Tennessee.

Helps organize, set up, maintain, and break down POD sites.

Develops and maintains constructive and cooperative working relationships with others.

Communicates with supervisors and co-workers using multiple media to effectively relay work-related information.

## **Rutherford County, Tennessee • Nutritionist**

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Evaluates patient dietary recall information and makes assessment of food intake; develops individualized nutritional plans and methods to education patients.

Provides cooking demonstrations and/or other appropriate patient education.

Certifies eligibility for nutritional program participation.

Prepares and presents information concerning nutrition, diet, and food management to patients, health department staff, and community organizations.

Delivers nutritional presentations for group education classes in health department.

Delivers presentations for schools, universities, professional groups, health fairs, or other organizations/events.

Prepares and maintains required records and reports.

Documents data pertaining to nutritional assessment and patient education in medical records.

Completes growth charts for medical records.

Enters patient data and services provided into patient tracking computer system.

Confers with physicians to determine patient needs for special formulas and care of special needs infants.

Coordinates work activities with other departments, outside agencies, or others as needed.

Confers with other agencies and providers regarding referrals to WIC program.

Confers with health department nutritionists, dietitians, nurses, physicians, and nurse practitioners regarding patient nutritional problems.

Prepares or completes various forms, reports, correspondence, logs, medical forms/records, nutritional plans, hospital reports, travel reimbursement forms, or other documents.

Receives various forms, reports, correspondence, medical records, growth charts, hospital reports, biological/medical values, outreach reports, nutrition plans, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.

Operates a motor vehicle, personal computer, general office equipment, audio/visual equipment, cooking instruments, caliper, scale, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.

Monitors inventory of department equipment, forms, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Communicates with supervisor, employees, volunteers, interpreters, other departments, medical providers, hospital personnel, patients, program participants, the public, schools/universities, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable policies, procedures, program guidelines, and nutritional information.

Maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.

Must work hours as scheduled.

Complete work at assigned workstation as determined by supervisor.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, recording messages, scheduling appointments, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or performing light housekeeping tasks.

Aids other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited College or University in Home Economics, Nutrition, Education, or closely related field; supplemented by one (1) year previous experience and/or training involving nutrition, patient assessment, criteria-placed placement services, home economics, public education, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of an automobile, personal computer, and general office equipment used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dust, odors, temperature and noise extremes, traffic hazards, disease, or pathogenic substances.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** walking up and down the hallway inside patient care building  
**Surface:** concrete, carpet, tile, laminate, wood flooring, pavement, gravel, dirt, grass  
**Estimated Total Hours:** Less than one hour **Maximum Continuous Time:** 3

**2. SITTING**

**Tasks:** working at desk, in meetings or training classes, riding in car  
**Estimated Total Hours:** 6.5 **Maximum Continuous Time:** 7.5

**3. LIFTING/CARRYING**

**Objects:** breast pump, supplies, notebooks, equipment, office supplies

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs			X		
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

**4. CLIMBING**

**Tasks:** Entering the dwellings of patients, remove or replace office supplies  
**Device:** Steps, step ladder, inclined driveway  
**Height:** Varies  
**Frequency:** Daily

**5. PUSHING/PULLING**

**Objects:** placing supplies on the shelves, doors, drawers, dollies, supply cart

**Height of hands above floor during push:** just above the head or within 3 feet of floor

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** placing supplies in kitchen, getting equipment

**Frequency:** weekly or less, less than an hour

**7. REACHING**

**Tasks:** filing, getting supplies

**Hands Used:** RIGHT LEFT **BOTH**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	Hour at a time	5 lbs
21-36"	All	Daily	Hour at a time	5 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration		
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	80 % of time
Outside	20 % of time

**9. OTHER JOB DEMANDS**

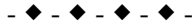
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED:**

Computer, Desk, stove, breast pumps, phone, printer, fax, scanner, pens, pencils, calculator, copier, fax, dolly, supply cart, step stool, and other office supplies

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		daily
Grasp	X		daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee Full Legal Name (printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date