

REGISTERED DIETITIAN II

GRADE: 14

GENERAL DESCRIPTION

Performs advance (senior-level) nutrition work. Work involves planning food selection and nutritional programs; providing counseling, technical assistance, and referrals on nutrition and dietary services; and developing food technology testing procedures. Works under moderate supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Develops and implements nutrition care plans based on nutritional need assessments

Provides nutrition education and dietary counseling services

Provides consultation and technical assistance to aid in the development of nutrition education programs

Evaluates data on food market research, food specification, and nutrition analysis procedures

Refers individuals to other agencies or institutions for nutrition and dietary services as appropriate

Assists in developing nutrition education brochures and related materials, and provides education literature to individuals and groups

Assists in planning and conducting nutrition training sessions

Interfaces with medical personnel closely as to appropriate nutrition care of client; Acts as liaison to other health professionals and community agencies for referrals of clients

May assists with patient flow and customer service

May supervise and train staff

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Four to five (4-5) years of experience in nutrition, public health, or related field. Graduation from an accredited four-year college or university with major course work in food and nutrition, food systems management, food science, or a related field. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Licensed certificate as Nutritionist or Dietitian required.

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills and Abilities

Knowledge of food and nutrition, of food systems management, and food science and technology principles

Ability to counsel on food and nutrition, develop nutrition care plans, conduct evaluations of food and nutrition, and communicate effectively

Knowledge of human nutrition requirements through the life cycle

Knowledge of nutrition education techniques

Ability to assess eligibility for a service

Ability to assess diets and prepare and present nutrition education materials

Must have experience working with spreadsheets and/or word processing software

Must have good verbal and written communication/presentation skills; Bilingual preferred

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

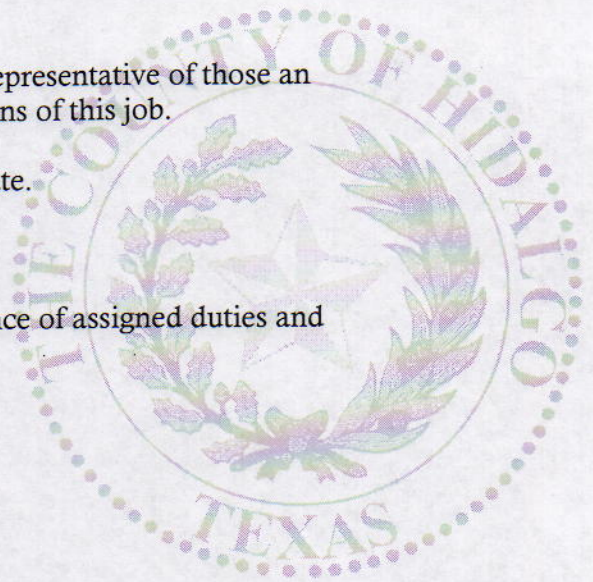
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



PEER COUNSELOR MANAGER

GRADE: 06

GENERAL DESCRIPTION

Responsible for assisting in the coordination and monitoring of program activities. Trains and supervises peer counselors and assists in the overall program planning and management. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides semi-monthly training to peer counselors at the program meetings

Promotes the program to community stakeholders

Maintains complete case files on each client

Manages client caseload; Matches peer counselors with clients deemed appropriate for services

Monitors and evaluates client progress toward completion of assistance plan, amending and revising plan as necessary

Prepares, schedules and supports delivery of interactive counseling education curriculum to facilitate staff learning about typical program issues and counseling techniques

Maintains records and other required paperwork as necessary

Depending on program assigned, may assist in breastfeeding training of WIC staff and potential Breastfeeding Peer Counselors or serve as a breastfeeding resource to WIC staff and community.

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years of experience as a peer counselor related to the department/program. Previous management experience preferred High School diploma or equivalent required; Associate's degree in social services or related field preferred. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

May require certifications in various fields depending on department assigned; if hired by the WIC department, may require a lactation certificate and other continuing education

Knowledge, Skills, and Abilities

Must have the ability to read, write and comprehend English and Spanish language

Well organized and detail oriented

Ability to understand and adhere to confidentiality laws and expectations

Ability to follow directions from a supervisor

Ability to follow department's policies and procedures

Must have transportation and telephone availability

Skills and competence to establish supportive, trusting relationships and respect for participants' right to self-determination and their personal preferences

Ability to explain rules, regulations and policies of the program in terms understood by clients and the general public

Ability to exercise considerable discretion in handling confidential files

Ability to manage inventory/property

Ability to document and keep accurate records

Be able to use a personal computer, including use of Word, Excel, and the internet. Knowledge of access helpful

If hired by the WIC department: Ability to operate and instruct patients about Breast pumps, manual and electric; Ability to provide breastfeeding training to staff

PHYSICAL DEMANDS:

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations