

## NUTRITION PROGRAM CONSULTANT

Work in this class involves providing professional nutrition consultation to local health department nutrition programs on a regional basis; or providing policy and education development in addition to nutrition program consultation on a statewide basis for Division of Health Services.

Employees providing nutrition consultative services to local health departments are responsible for ensuring that all State supported nutrition programs are implemented and operated in a systematic manner. Employees work with local health directors and local nutrition program staff in assessing individual service program needs in addition to offering technical assistance, ensuring staff development, and providing program evaluation enrichment, and quality assurance. Employees in a policy or educational development role are responsible for developing standards, policies, guidelines and nutrition programs which will enhance the statewide nutrition mission. Work includes developing nutrition educational curriculums and programs for all statewide training endeavors. The policy development role requires the employee to evaluate federal nutrition program policy proposals and develop statewide operational procedures from federally approved guidelines. Work may include other related assignments as determined by management. Employees usually report to a regional director, branch head, section chief, or the Assistant State Director, Nutrition and Dietary Services.

### I. DIFFICULTY OF WORK:

Variety and Scope - Employees serving as regional consultants are responsible for developing general public health nutrition programs in local health departments and community health care facilities. Work requires the employees to provide technical assistance to Nutritionists and other professionals in the areas of case management, program planning, patient education, problem solving, policy interpretation, and quality control. Employees assist program supervisors in developing nutrition policies and procedures; assist local agencies in program development and expansion; consult on funding sources and personnel functions; formulate nutrition education program strategies; and assist program managers in developing goals and objectives. Work also requires the employees to interpret all state and federal rules and regulations as well as provide consultation with nutrition program supervisors in all aspects of program management. Employees also participate in the monitoring and evaluation of the Special Supplemental Food Program for Women, Infants, Children (WIC). Employees plan and provide nutrition education workshops and inservice training; assign local health department caseloads and negotiate WIC budgets; and assist in the development of Nutrition and Dietary Service Standards and Guidelines.

Employees in a policy or educational development role are responsible for developing guidelines and standards which govern their respective program. The educational program development role requires the employee to develop a training needs assessment; assess professional training needs; establish training priorities; develop, coordinate, and evaluate training activities and assist in planning and coordinating the activities of nutrition training sites. Work also requires the employee to participate in the Nutrition and Dietary Services branch program monitoring, standards development, and program policy interpretation. Work in the policy development role includes reviewing guidelines and standard proposals from the federal government as it relates to State sponsored nutrition programs. Work also includes evaluating and providing input into federal regulation proposals and developing operational procedures and standards for WIC programs as a result of approved federal policy or regulations. Employees also assist in determining statewide food instruments and resolving vendor contract problems.

Intricacy – Employees in a regional consultant role must utilize an in-depth knowledge of the field of nutrition as well as demonstrate a comprehensive knowledge of nutritional program dynamics in order to serve the local health department program needs. Each local health department nutrition program fluctuates in depth and scope requiring the employee to respond to varying levels of inquiries which could range from patient treatment, to personnel management. Employees must be knowledgeable of

nutrition treatment plans, administrative and supervisory issues, as well as a variety of nutrition program dynamics. The employees in the education development role must utilize the same knowledge of nutrition in developing training programs which address a variety of educational topics. In the policy development role, considerable analysis is required in examining program policy proposals as it relates to the development and implementation of on going operational procedures.

Subject Matter Complexity - Work requires a thorough and in-depth understanding of the application of nutritional theories, concepts, practices and techniques as it applies to a public health setting. Employees utilize this in-depth nutrition knowledge in addition to the in-depth understanding of nutrition programs in providing technical and administrative consultation to local health departments.

Guidelines - Guidelines include professional reference materials, nutrition program reference manuals, professional standards, and departmental policy manuals. Employees independently apply and interpret these manuals and guidelines.

## II. RESPONSIBILITY:

Nature of Instructions - Employees typically plan for and establish priorities governing their daily activities. Technical advice is received from peers and the Assistant State Director, while administrative guidance is supplied by the Regional Maternal Child Care Supervisors or branch head.

Nature of Review - Work is reviewed through annual monitoring visits, the success of program consultation, and the effectiveness of training programs. General administrative review is provided by the Assistant State Director, Nutrition and Dietary Branch or the Regional Maternal Child Care Supervisors.

Scope of Decisions - Decisions and advice provided by the regional consultants will affect the local health department program dynamics and services to the clients. Decisions made by the employees in the policy development and educational role may affect the administration of statewide nutrition programs.

Consequence of Decisions - Professional decisions regarding the nutrition program service delivery may have an adverse effect upon the program credibility, purpose, and dynamics as well as the clients receiving nutrition program care.

## III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with nutritionists, local health directors, federal program representatives, and community resources.

Nature and Purpose - Employees work with local health nutritionists, local health directors, and other health professionals in providing technical and administrative consultation. Employees contact federal program representatives in evaluating and assessing federal mandated program policies. Employees may also be required to provide inservice training during regional and statewide training workshops.

## IV. OTHER WORK DEMANDS:

Work Conditions - Work may require a considerable amount of travel to local health departments.

Hazards - Employees are exposed to hazards arising out of travel requirements.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough and in-depth knowledge of theories and principles of nutrition. Thorough knowledge of nutrition as it impacts on disease pathophysiology. Thorough knowledge of nutrition program procedures. Knowledge of the consultative process. Considerable knowledge of State supported nutrition programs. Considerable knowledge of local health administration, delivery of local services, and funding methodologies. Ability to plan, develop, and administer in-service education programs utilizing research, analytical, and interpersonal skills. Ability to communicate effectively in an oral or written manner. Skill in problem solving techniques.

Minimum Education and Experience - Master's degree in nutrition or public health nutrition from an appropriately accredited institution and three years of program administration or supervisory experience, plus the ADA Commission on Dietetic Registration eligibility; or an equivalent combination of education and experience.

Administering the Class - Candidates should provide documentation from their respective university or college certifying Commission eligibility and/or indicating completion of an ADA approved dietetic internship. If Commission registered, candidates may provide registration number. Satisfactory completion of an ADA approved dietetic internship not receiving college credit can be treated as one full year of experience.