



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

WOMEN, INFANT & CHILDREN (WIC) DIETICIAN AND NUTRITIONIST SUPERVISOR

| <u>Class Title</u> | <u>Class Code</u> | <u>Pay Band</u> | <u>Alt Pay Band*</u> |
|---|-------------------|-----------------|----------------------|
| WIC Dietitian and Nutritionist Supervisor | K1032S | 70 | |

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviews and recommends selection of applicants and conducts the training of personnel. Safeguards the health of nutritionally at-risk and low-income pregnant, postpartum and breastfeeding women; infants, children and seniors by providing nutritious foods to supplement diets.

Nature of Work

The WIC Dietitian and Nutritionist Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and performs nutrition assessments and counseling based upon information gathered by interviewing participants, obtaining and assessing blood samples and height and weight measurements, evaluating nutritional risk, and helping facilitate the client's choices regarding parenting and nutrition habits. Nutritionists create and conduct group and high risk one-on-one nutrition education and provide information for healthy eating, health counseling, breastfeeding support, nutrition classes, cooking classes, and referrals to health care providers and social services. Nutritionists also promote breastfeeding by offering a supportive environment, presenting lessons in health benefits, and providing one-on-one evaluations for breast-feeders to assure they have every opportunity to succeed at breast-feeding for up to one year.

Distinguishing Characteristics of Levels

Examples of work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.

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- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Provides direct nutrition services to clients including nutrition screening and assessment based on the program guidelines, client education and management of records.
- Collaborates and coordinates with other organizations within the community.
- Counsels individuals and groups on basic rules of good nutrition, healthy eating habits, and nutrition monitoring to improve their quality of life.
- Assesses nutritional needs, diet restrictions and current health plans to develop and implement dietary care plans through nutritional counseling.
- Advises patients and their families on nutritional principles, dietary plans and diet modifications, and food selection and preparation.
- Consults with physicians and health care personnel to determine nutritional needs and diet restrictions of patient or client.
- Monitors food service operations to ensure conformance to nutritional, safety, sanitation and quality standards.
- Organizes, develops, analyzes, tests, and prepares special meals such as low-fat, low-cholesterol and chemical-free meals.
- Develops curriculum and prepares manuals, visual aids, course outlines, and other materials used in teaching.
- Makes recommendations regarding public policy, such as nutrition labeling, food fortification, and nutrition standards for school programs.
- Purchases food in accordance with health and safety codes.
- Plans and conducts training programs in dietetics, nutrition, and institutional management and administration for medical students, health-care personnel and the general public.

Recommended Education and Experience for Full Performance

Bachelor's Degree, from an accredited four-year institution, in Nutritional Sciences, Food Science, Community Nutrition, Clinical Nutrition, Human Nutrition, Dietetics, Public Health Nutrition, Family and Consumer Science, Home Economics, Health Education, Community Health, or Social Work, OR current status as a Registered Dietitian. Four (4) years of experience in a WIC program or other experience in food service, dietetics, or other health field that pertain to the job duties as listed, two (2) years of which must be supervisory.

Minimum Qualifications

Bachelor's Degree, from an accredited four-year institution, in Nutritional Sciences, Food Science, Community Nutrition, Clinical Nutrition, Human Nutrition, Dietetics, Public Health Nutrition, Family and Consumer Science, Home Economics, Health Education, Community Health, or Social Work, OR current status as a Registered Dietitian. Three (3) years of experience in WIC or other experience in food service, dietetics, or other health field that pertain to the job duties as listed. Nine hours of nutrition education, may substitute one (1) year experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

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Knowledge

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Coordination — Adjusting actions in relation to others' actions.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

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Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Instructing — Teaching others how to do something.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: Not covered

Established: 06/24/2013 **Revised:** 7/28/17(min quals); 5/8/2018 (min quals)

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.