



## NUTRITIONIST

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### **General Summary**

Nutritionists perform 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.

### **Nutritionist I**

**Jobcode:** HNUT17

**Pay Band:** HE

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### ***Distinguishing Characteristics***

First level Nutritionist accountable for advanced work in the provision of nutrition services, primarily through Public Health clinics, clinics or facilities.

### ***Recommended Education and Experience for Full Performance***

Bachelors' degree in a social, community, health, education or nutritional field and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Bachelors' degree in a social, community, health, education or nutritional field.

### ***Essential Duties and Responsibilities\****

- Supports program operations by meeting caseload goals by performing clinic or facility duties, traveling to clinics to perform services, outreach to health fairs and other programs to increase caseload and provide customer service to applicants/participants.
- May provide intake/certification process of the applicant/participant including observation form, health assessment, breastfeeding women/infant evaluation, breast feeding women/infant /child midpoint assessments, anthropometrics (heights/weights/hemoglobin), and immunizations status by asking participant.
- Facilitate Nutrition Education classes using "Facilitators of Change"- Participant Centered Services (PCS) design.
- May provide clinical nutrition assessments or prescribe food packages.
- Provides group and one-on-one nutrition education, including breastfeeding promotion and support that is responsive to the identified needs/interests of each participant.
- Identifies the need for individual care plans and implements them for participants.
- Refers participants to other health and social services and provides appropriate follow-up to referrals.
- Documents nutrition services provided, including referral and follow-up to referrals.

### **Nutritionist II**

**Jobcode:** HNUT20

**Pay Band:** HF

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

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### *Distinguishing Characteristics*

Second level seasoned Nutritionist accountable for professional work in the provision of nutrition services, primarily through Public Health clinics.

### *Recommended Education and Experience for Full Performance*

Bachelors' degree in a social, community, health, education or nutritional field and three (3) years of experience as it pertains to the essential duties and responsibilities of the classification.

### *Minimum Qualifications*

Bachelors' degree in a social, community, health, education or nutritional field and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

### *Essential Duties and Responsibilities\**

- Supports program operations by meeting caseload goals by performing clinic or facilities duties, traveling to clinics to perform services, outreach to health fairs and other programs to increase caseload and provide customer service to applicants/participants.
- May provide intake/certification process of the applicant/participant including observation form, health assessment, breastfeeding women/infant evaluation, breast feeding women/infant /child midpoint assessments, anthropometrics (heights/weights/hemoglobin), and immunizations status by asking participant.
- Facilitate Nutrition Education classes using "Facilitators of Change"- Participant Centered Services (PCS) design.
- May provide clinical nutrition assessments or prescribe food packages.
- Provides group and one-on-one nutrition education, including breastfeeding promotion and support that is responsive to the identified needs/interests of each participant.
- Identifies the need for individual care plans and implements them for low-risk participants.
- Refers participants to other health and social services and provides appropriate follow-up to referrals.
- Documents nutrition services provided, including referral and follow-up to referrals.

### Nutritionist Supervisor

**Jobcode:** HNUS23

**Pay Band:** HG

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### *Distinguishing Characteristics*

Oversees daily activities of a nutrition program clinic to ensure efficient operations, by assigning and directly supervising the work of subordinate Nutritionists and other support staff to screen applicants to determine eligibility by assessing income, residency and nutritional risk.

### *Recommended Education and Experience for Full Performance*

Bachelors' degree in a social, community, health, education or nutritional field and four (4) years of experience in WIC or other experience in food service, dietetics, or other health field, and one (1) year of supervisory experience as it pertains to the essential duties and responsibilities of the classification.

### *Minimum Qualifications*

Bachelors' degree in a social, community, health, education or nutritional field. Three (3) years of experience as it pertains to the essential duties and responsibilities of the classification.

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### ***Essential Duties and Responsibilities\****

- As a working supervisor, typically carries a caseload as a practicing Nutritionist as described in the second level seasoned Nutritionist.
- Ensures that employees are appropriately recruited, selected, trained, and appraised.
- May provides daily supervision and educational guidance to staff to help increase their skills and confidence in nutrition knowledge.
- Mentors employees' counseling and customer service skills by ensuring they meet the training curriculum set forth by agency.
- Works to create and maintain good relationships with supervisors, co-workers and reporting staff; fosters working together as a team meaning supervisor will deal with and resolve conflict in a timely, efficient and positive manner.
- Develops and maintains good working relationships with the partners and programs.
- Assesses nutritional needs and diet restrictions to provide direct nutrition services to clients based on program guidelines, client education and management of records.
- Counsels and monitors individuals and groups on the basic rules of good nutrition and healthy eating habits to improve their quality of life and consults with physicians and health care personnel to determine nutritional needs and diet restrictions of patient or client.

### **Nutritionist Manager I**

**Jobcode:** HINUX26

**Pay Band:** HH

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### ***Distinguishing Characteristics***

First level of management accountable for the oversight in the delivery of nutrition programs in a regional setting.

### ***Recommended Education and Experience for Full Performance***

Bachelors' degree in a social, community, health, education or nutritional field and five (5) years of experience in WIC or other experience in food service, dietetics, or other health field, and two (2) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Bachelors' degree in a social, community, health, education or nutritional field and four (4) years of experience in WIC or other experience in food service, dietetics, or other health field, and one (1) year of management experience as it pertains to the essential duties and responsibilities of the classification.

### ***Essential Duties and Responsibilities\****

- Provides training to Nutrition Supervisors.
- Assures each clinic is covered with the assistance of other clinics in the region.
- Assists lower level managers and supervisors in planning program delivery processes.
- Provide group and individual nutritional education, including breastfeeding promotion and support that is responsive to the identified needs of each participant.
- Identifies the need for individual care plans and implements them for participants.
- Refers participants to other health and social services and provided appropriate follow-up to referrals.
- Supports the training of clinic staff under the direction of the WIC State Office.

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- Provide clinical services to applicants and participants which includes intake and certification process and overseeing high risk participant's follow-ups.
- Creates, develops and implements a plan for outreach to ensure that potentially eligible persons in each local clinic service area are aware of where to seek services.

### **Nutritionist Manager II**

**Jobcode: HNUX30**

**Pay Band: HI**

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

#### ***Distinguishing Characteristics***

Provides leadership and develops objectives, goals and organizational plans for the effective delivery of nutritional services throughout the region. Provides programmatic expertise to influence the direction of staff in order to ensure the quality delivery of services.

#### ***Recommended Education and Experience for Full Performance***

Bachelors' degree in a social, community, health, education or nutritional field and six (6) years of experience in WIC or other experience in food service, dietetics, or other health field, and four (4) years of management experience as it pertains to the essential duties and responsibilities of the classification.

#### ***Minimum Qualifications***

Bachelors' degree in a social, community, health, education or nutritional field and five (5) years of experience in WIC or other experience in food service, dietetics, or other health field, and two (2) years of management experience as it pertains to the essential duties and responsibilities of the classification.

#### ***Essential Duties and Responsibilities\****

- Oversees all aspects of the regional field offices including budget, training and oversight.
- Provides management and direction to lower level staff and clinics to ensure adherence to Department of Health (DOH) personnel policies & procedures, human resources functions and monitors assigned caseloads.
- Collaborates with the Statewide Management Team in order to ensure accuracy of and compliance with the best practices in management as well as the interpretation of the USDA and state policies and procedures.
- Manages special projects in the community related to health initiatives.
- Assists in the acquisition of funds for infrastructure projects, including new construction and building remodeling.

### **Nutritionist Manager III**

**Jobcode: HNUX35**

**Pay Band: HJ**

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

#### ***Distinguishing Characteristics***

Develops and implements strategies coordinated with internal and external partners to improve access to and the quality of nutritional services.

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### ***Recommended Education and Experience for Full Performance***

Bachelors' degree in a social, community, health, education or nutritional field and seven (7) years of experience in WIC or other experience in food service, dietetics, or other health field, and six (6) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Bachelors' degree in a social, community, health, education or nutritional field and six (6) years of experience in WIC or other experience in food service, dietetics, or other health field, and four (4) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### ***Essential Duties and Responsibilities\****

- Ensures compliance with all state and federal regulations, and program requirements.
- Advises leadership on issues and changes to policy, threats and potential opportunities related to strategy and program integrity.
- Oversees aspects of programs including budget, training, oversight and audit review.
- Participates, or assigns appropriate staff, to represents programs with internal and external partners.
- Assists in ongoing awareness of program strategy including government and social conditions and trends to ensure appropriate responses to changes in policies.
- Assists in policy development and planning.
- Develops and implements strategic objectives and measures and establishes monitoring methods to ensure that they are in accordance with the federal and state regulations.

### **Nutritionist Manager IV**

**Jobcode:** HNUX40

**Pay Band:** HK

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### ***Distinguishing Characteristics***

Highest level nutritional manager responsible for all operations of a Statewide Nutrition Program. Develops annual plans and budget in compliance with Federal and State regulations and guidelines for several programs.

### ***Recommended Education and Experience for Full Performance***

Master degree in a social, community, health, education or nutritional field and eight (8) years of experience in WIC or other experience in food service, dietetics, or other health field, and six (6) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Master level degree and six (6) years of experience in WIC or other experience in food service, dietetics, or other health field, and four (4) years of management experience.

### ***Essential Duties and Responsibilities\****

- Provides overall vision, leadership, and strategic direction to a statewide program.
- Directs the overall planning, implementation, coordination, and evaluation of nutritional service program policy and budgets to promote effective administration and service delivery.
- Ensures the implementation of best practices in vendor management, compliance, and nutrition education.
- Supports and partners with internal and external entities including tribal organizations throughout the state.
- Responsible for writing and securing required FNS rebate formula contract.

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- Advises and supports executive leadership and field staff on issues and changes to policy, challenges and opportunities related to program strategy and implementation.
- Develops and implements policies and procedures to ensure the appropriate authorization of vendors to reduce fraudulent claims against nutritional program.
- Oversees the MOSAIC informational database for New Mexico.
- Responds to requests by legislators, stakeholders, other public officials, and all other inquiries in manner and time frame promised or follows up to explain status.
- Communicates with grant sub-recipients to articulate policies and grant requirements.

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**Statutory Requirements:** Statutory requirements 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 including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Conditions of Employment:** Conditions of employment 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.

**Working Conditions:** 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.

**Established: 10/18/2019**

**Revised:**

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*\*Essential Duties and Responsibilities 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 duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\* Supervisor must supervise two (2) or more full-time positions.*