

Class Concept

This position provides consultation and technical assistance to and monitoring of programs in local health departments, local health agencies, childcare facilities, public schools and other public and private community agencies. The position communicates state clinical and programmatic policy and procedures to local staff and plans and evaluates local implementation. Assesses training needs of local staff, coordinates and/or provides appropriate training sessions and participates in state level policy development and advisory committees, including standing committees, ad hoc workgroups, grant reviews, and special initiatives. Ensures that all State supported nutrition programs are implemented and operated in a systematic manner. Offers technical assistance, ensuring staff development, and providing program evaluation and quality assurance. Completes program reviews to ensure compliance with federal and state regulations. Is 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 implementations. The policy development role requires the position to evaluate federal nutrition program policy and state policy proposals and develop statewide operational procedures from approved guidelines. Positions usually report to a branch head (director), assistant director, unit supervisor, or team leader.

Recruitment Standards

Knowledge, 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
- Thorough knowledge of State supported nutrition programs, including federal regulations
- Thorough knowledge of local health administration, delivery of local services, and funding methodologies
- Ability to plan, develop, and administer education programs utilizing evidence-based strategies research, analytical, interpersonal skills and appropriate methods of adult learning
- Ability to communicate effectively in an oral or written manner
- Ability to apply problem solving techniques

Minimum Education and Experience

Master's degree in nutrition or public health nutrition from an appropriately accredited institution and holds the credential of Registered Dietitian Nutritionist (RD or RDN) with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics and three years of program administration or supervisory experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.