

Class Concept

This position provides supervision, consultation, and technical assistance to 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 nutrition programs are implemented and operated in a systematic manner. Offers technical assistance, ensuring staff development, and providing program evaluation and quality assurance. Coordinates program reviews to ensure compliance with federal and state regulations, tracks results and assesses needs based on these results. Is responsible for developing standards, policies, guidelines and resources which will enhance the statewide nutrition mission. Work includes developing nutrition education curriculums and programs for statewide implementation. The policy development role requires the employee to evaluate federal nutrition program policy and state policy proposals and develop statewide operational procedures from approved guidelines. Positions usually reports to a branch head (director), or the assistant director. Positions mentor, coach and supervise professional and administrative staff. Identify and address performance improvement issues for nutrition services.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of nutrition programs, including federal regulations
- Thorough knowledge of local health administration, delivery of local services, and funding methodologies
- Thorough knowledge of theories and principles of nutrition throughout the life cycle
- Thorough knowledge of nutrition as it impacts disease pathophysiology
- Thorough knowledge of nutrition program procedures.
- Intermediate knowledge of the consultative process.
- Ability to apply problem solving techniques utilizing critical thinking skills
- 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 both an oral and written manner

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 four years of program administration experience.