

NUTRITION PROGRAM DIRECTOR II

This is administrative and supervisory work in managing a large multifaceted nutrition program in a local health department. Employees supervise a staff of nutritionists involved in providing services in such programs as Maternal Child Health (MCH), Home Health, Family Planning, Chronic Disease, and the Special Supplemental Food Program for Women, Infants, Children (WIC). Employees plan nutritional program activities to correspond with the medical services provided and organizational mission of the health department. Work at this level recognizes participation in the agency planning, budget, and service delivery functions. It also recognizes responsibility for, and participation in, administrative and personnel functions, clinician contact and coordination, problem-solving policy development and modification, and training. This level of work is distinguished from the Nutrition Program Director I by the larger size and scope of the nutrition program, administrative accountability, policy development, management team involvement, and administrative and technical problem solving. Employees at this level are primarily involved with managerial functions with little involvement in direct client services. Employees may supervise a major training site and serve as a field preceptor. Work may include other related duties as determined by management. Employees are usually supervised by a health director.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees meet with program staff to discuss work and organizational plans; and then they establish priorities, present, and justify annual nutrition program goals and objectives to management. Employees meet with management and Nutrition Program Consultants to discuss goals and objectives as they affect health department services and the State's nutrition program mission. Work also requires the employees to participate with management in overall agency planning, budgeting, and service delivery functions. Employees advise health director on impact of nutrition program changes on other health programs and community agencies and serve on State and local planning committees to forecast needs and develop strategies for improving nutrition services. Employees plan program work flow as it impacts upon overall health department services, and plan for space and manpower utilization as reorganization occurs.

Organizing and Directing - Employees are accountable for all daily work functions and establish work schedules and assignments. Employees are kept aware of and resolve workload and system problems. Employees may explore new funding sources and subsequent programs and resolve their implementation. Employees may make modifications in the organizational structure, assignments, methods, and workflow conferring with health director on major changes which affect other agency work units.

Budgeting - Employees prepare recommendations annually for space, personnel, salaries, equipment and supplies based upon the program goals and objectives. They then justify these recommendations to the health director and nutrition program consultants; and on occasion, employees may assist in presenting recommendations to the Board of Health and county commissioners. Employees monitor all expenditures and recommend any necessary revisions.

Training - Employees assess the training needs of the staff and recommend formal training when necessary. Employees provide or arrange for on-the-job training for new and existing staff. Work requires the employees to assess, develop and participate in staff training workshops as well as serve as field preceptors or a major training site coordinator.

Setting Work Standards - Employees develop and modify existing policies and procedures which will enhance program efficiency and which adhere to State directives. Work requires the employees to review program proposals as to practical applicability. Employees also assist in developing procedures and policies which govern the operation of the health department. Employees are also responsible for establishing quality and quantity standards and evaluating the nutrition program for effectiveness.

Reviewing Work - Employees monitor quality of work on an occasional basis by quarterly and annual program reviews as well as monthly reports and meeting. Employees provide overall administrative and technical review and assistance on any problems encountered by staff members.

Counseling and Disciplining - Employees discuss any staff problems with subordinates, clinicians and health director and initiate the appropriate action set forth by the governing agency. Employees may provide the initial oral and written warning; however, final disciplinary action recommendations are discussed with management.

Performing Other Personnel Functions - Employees participate in the recruitment of possible job candidates, and interview applicants and forward final recommendations to management. They review and prepare performance evaluations, recommend, with considerable influence, promotions, and dismissals, and make decisions as to staff eligibility for merit raises.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work responds to changes in federal regulations, State mandates and directives and local policies relating to the administration and clinical issues surrounding the nutrition program. Professional application of knowledges and skills may be modified as research and disease treatment change.

Variety of Work Supervised - Employees direct a multifaceted nutrition program with its theoretical application within the field of nutrition and dietetics.

Number of Employees Responsible For - Five to eight professional employees and a clerical staff.

III. EXTENT OF SUPERVISION RECEIVED: Employees are responsible and accountable for quality and quantity of services provided. Work may be reviewed periodically during scheduled meetings to discuss any technical or administrative problems. Program accomplishments and adherence are reviewed annually during State monitoring visits.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: - Employees supervise a staff which usually work an 8-5 work schedule. Work force is basically stable, and staff may be dispersed to satellite clinics or other counties.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of principles and practices of the field of nutrition. Thorough knowledge of dietary assessment techniques. Considerable knowledge of the principles of supervision and management. Considerable knowledge of current research findings and trends. Considerable knowledge of community resources and socio-economic groups. Skill in interviewing, counseling, and dietary assessments. Ability to plan, develop, direct, and evaluate a nutrition program. Ability to train and supervise students, interns, administrative support, and professional staff. Ability to establish rapport with community agencies and groups such as hospitals, hospice, medical society, civic groups, and schools.

Minimum Education and Experience - Master's degree in nutrition or public health nutrition and three years of program administration or supervisory experience, plus the ADA Commission of 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.