



# COUNTY OF CUMBERLAND-HEALTH DEPARTMENT

## JOB VACANCY ANNOUNCEMENT

**JANUARY 4, 2010**

POSITION TITLE	TYPE APPOINTMENT	SALARY	GRADE
<b>NUTRITIONIST I (FOUR VACANCIES)</b>	<b>FULL-TIME</b>	<b>\$30,805.00</b>	<b>63</b>
DEPARTMENT/LOCATION	POSITION NUMBER	APPLICATION CLOSE DATE	
<b>HEALTH/WIC</b>	<b>PHD2419;2425;8007; 8008</b>	<b>OPEN RECRUITMENT</b>	

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:** (Must be met by applicant for referral as a fully qualified or trainee applicant as indicated below. Failure to meet these requirements may result in your application not being considered and/or forwarded. Those meeting these minimums may or may not be forwarded and considered for interview based upon the size and qualification level of the applicant pool.)

Graduation from a four year college or university with a bachelor's degree in foods and nutrition, dietetics or public health nutrition; or a bachelor's degree in home economics with 12 hours in nutrition coursework and one year of experience in the field of nutrition; or an equivalent combination of education and experience. **College transcript/s required before an interview can be scheduled and should be submitted with application. Only applicants who provide the required documents can be considered for the position.**

**HOW TO APPLY:** (Failure to follow these instructions may result in your application not being considered.)

Applications for this position can be obtained at the Cumberland County Department of Public Health's 4<sup>th</sup> floor Human Resource Division located at 227 Fountainhead Lane, Fayetteville, NC; or to download an employment application, go to [www.co.cumberland.nc.us](http://www.co.cumberland.nc.us). North Carolina State Government application is acceptable in place of a Cumberland County Government application. Applications must be received in this office by 5:00 pm on the application closing date listed on this announcement. Resumes may be attached to applications; however, resumes **will not** be accepted in lieu of a completed application (form ccpd 1. **Applications for in-house vacancies may not be submitted through inter-office mail. Open recruitment positions may be closed at any time without notice**

**CONDITIONS OF EMPLOYMENT:** (The selected applicant will be subject to the following conditions prior to or immediately after appointment. Failure to comply with or fulfill these conditions may result in dismissal.)

Must have or obtain and maintain a valid North Carolina driver's license with an acceptable driving record. Background check with local and state law enforcement agencies required. Selected applicant must submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy.

**GENERAL POSITION DESCRIPTION AND DUTIES:** (Typical for this position – may be changed or amended without notice.)

Work in this class involves providing basic nutrition services to clients eligible for the Special Supplemental Food Program for Women, Infants, and Children (WIC) in a local health department. Work requires the employees to independently complete a program eligibility statement, and a basic nutrition assessment. Employees are responsible for providing individual and small group nutrition counseling which is typically limited to such topics as the food groups, child development nutrition needs, and programmatic services. Work requires analyzing clinical and nutritional data in order to prescribe appropriate supplemental foods based upon the clients' nutritional needs and food preference. Employees may also execute contracts with vendors to honor the program food voucher and handle any problems which may occur. Employees may also train vendors and perform vendor monitoring. Usually, clients with complex nutrition and/or medical problems are referred to other health professionals or a higher level nutritionist. Employees may supervise the clerical support function associated with the program. Work may include other related assignments as determined by management. Work is supervised by a higher level nutritionist, nursing director or health director. Employees receive referrals from health department clinics and private physicians, in order to determine the client's program eligibility based on specific financial and nutritional guidelines. Employees perform a nutrition assessment by evaluating the clients' anthropometric and biochemical measurements, socio-economic conditions, and diet history. Once program eligibility has been determined, a nutrition care plan is developed and documented in the medical record including a food prescription based on the individual's nutritional and developmental needs and preferences. Employees provide basic nutrition counseling usually limited to the basic food groups and normal developmental patterns. The initial certification counseling session is followed up by an additional counseling session to ensure and encourage modified diet habits. Employees also participate in vendor monitoring and problem solving.

**KNOWLEDGE OF WORK PERFORMANCE INDICATORS:** (Evaluation factors for employees with this classification - may be changed or amended without notice.)

General knowledge of accepted nutritional and dietetic principles and practices. Basic knowledge of foods and nutrition. Basic knowledge of infant and child development. Ability to maintain rapport with clients. Ability to collect and assimilate information. Ability to communicate and be persuasive.

AN EQUAL OPPORTUNITY EMPLOYER.