NEW: 02-13-00

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Nutrition Supervisor	CODE: 65715
	MAJOR AGENCIES: Health Department	JURISDICTION: County

FUNCTION: Under general direction from director of patient care services or other higher-level supervisor/administrator, assists division director or higher-level supervisor/administrator in developing, planning & evaluating nutrition program (e.g., WIC) activities, supervises public health nutritionists, & provides nutrition services as appropriate; will also supervise nutrition technicians if assigned.

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 123: 1-2-12 (36)	47-53	Assists division director or higher-level supervisor/administrator in developing, planning & evaluating nutrition program (e.g., WIC) activities (e.g., develops, implements & evaluates nutrition education plan for agency; monitors program services for quality assurance, client satisfaction & cost effectiveness; assists in scheduling staff & budgeting; orders/develops needed materials for nutrition education; prepares monthly program summaries & state reports; implements infectious disease control & infectious disease waste management measures in accordance with federal &/or local policy & procedures), & supervises public health nutritionists (i.e., assigns & reviews work, evaluates performance, recommends or initiates discipline, & recommends or authorizes leave), & develops & implements orientation & continuing education for staff.	Knowledge of (1) dietetics, (2) supervisory principles & practices, * (3) employee training & development, (4) human relations, (5) federal &/or state & local laws, rules & procedures applicable to delivered nutrition services;* (6) behavioral or social science, (7) physical science (e.g., chemistry, biology); ability to (8) define problems, collect data, establish facts & draw valid conclusions regarding needed nutrition program activities, (9) monitor & evaluate nutrition program & nutrition education for quality assurance, client satisfaction &/or cost effectiveness, (10) gather, collate & classify information about data, people or things, (11) prepare & maintain records & reports, (12) establish friendly atmosphere as supervisor. (*) Developed after employment.

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Nutrition Supervisor	CODE: 65715
	MAJOR AGENCIES: Health Department	JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	27-33	Assesses nutritional status of clients by reviewing all pertinent information (e.g., anthropometric & hematological data, health history & food records); determines clients' eligibility for nutrition services based upon applicable criteria (e.g., nutritional &/or medical risk criteria for WIC as issued by state); provides nutrition counseling to clients & determines mutually agreeable goals; prescribes appropriate food packages; makes referrals to physicians, & health & social agencies; identifies high risk clients & provides follow-up in accordance with high risk plan; schedules follow-up appointments & nutrition education care plan; plans & conducts nutrition education sessions as needed; performs anthropometric & hematological measurements when necessary; provides support & promotional materials on health related topics.	Knowledge of 1, 4, 5*, 6, 7; (13) available medical health & social services in community*, ability to 8, 10, (14) assess nutritional status of clients & take appropriate action (e.g., determine mutually agreeable goals; prescribe appropriate food packages; make referrals), (15) establish good rapport with clients.
3	12-18	Assesses health needs of community & participates in development of agency programs to meet those most significant to health & welfare of community; prepares reports of findings & recommendations; facilitates positive public relations by organizing & developing materials for health fairs & wellness campaigns & providing education & information to public regarding nutrition services provided by agency; develops outreach programs as necessary; assists in completing grant applications & monitoring granted supported programs; maintains current vendor information & monitors & trains vendors as needed; documents all vendor/participants complaints & maintains appropriate contact with state level when necessary.	Knowledge of 1, 5*, 6, 7, 13*, (16) public relations; ability to 8, 10, (17) prepare nutrition education materials for community, (18) handle routine & sensitive contacts with governmental & vendor representatives & public. (*) Developed after employment.

123:1-2-12(32)

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: **Nutrition Supervisor**	CODE: **65715**
	MAJOR AGENCIES: **Health Department**	JURISDICTION: **County**

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	2-8	Attends meetings & serves on committees; maintains abreast of practice of dietetics; makes presentations to community groups as requested; operates personal computer to enter & retrieve data & generate reports & other data (e.g., appointment schedule).	Knowledge of 1, 4, 5*, 6, 7 13*, 16; skill in (19) operation of personal computer & office systems software*; ability to 8, 10, 18, (20) make presentations on nutrition & available nutrition services to community groups. (*) Developed after employment.

123:1-2-12 (3f)

UNUSUAL WORKING CONDITIONS: May require travel.	MINIMUM CLASS REQUIREMENT (including license, if any.): Current license to practice dietetics as issued by Ohio Board of Dietetics per Section 4759.06 of Ohio Revised Code & one year of experience as licensed dietitian or in similar position with duties emphasizing food & nutrition.	TRAINING & DEVELOPMENT: Renewal of license to practice dietetics as required by Ohio law.