

GENERAL DESCRIPTION OF CLASS

The NUTRITION CONSULTANT is responsible for providing nutrition, administrative, managerial, fiscal, and education consultation, training, and technical assistance to community health programs and State program managers. This position is responsible for monitoring and reviewing federally and State-funded public health programs.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

1. Program Analysis and Evaluation. Typical tasks: analyzes and evaluates the operations of local health agencies for efficiency and effectiveness and for compliance with Federal and State standards, rules, requirements, and regulations; works with the staff on development of a plan to correct program deficiencies and follows up on the plan of correction; uses independent and professional judgment to solve problems found during program monitorings; applies principles and theories of public health, nutrition, personnel management, clinic management, adult learning, and program evaluation when reviewing and monitoring public health programs; evaluates the quality and appropriateness of counseling and medical/nutrition care provided to clients; evaluates the management of programs with program managers and agency administrators; evaluates medical records for quality of care, completeness of the problem identification process, and care plan development; evaluates quality control procedures and adequacy of equipment; monitors accounting and budgeting systems and time/activity record systems; compiles and analyzes data to determine improvement of clients' medical/nutritional risks; analyzes statewide reports for detection of problems.

2. Training, Consultation, and Technical Assistance. Typical tasks: trains staff about medical/nutrition problem detection, intervention, and follow-up; provides technical assistance regarding personnel management, nutrition requirements, clinic efficiency, equipment acquisition and use, and program planning; interprets State and Federal rules, regulations, requirements and standards; develops standards, protocols, and requirements for programs; develops, organizes, and provides program participants with relevant training materials, workshops, seminars, classes; identifies and promotes statewide needs of programs; develops goals, objectives, policies, and standards for the nutrition component of programs; determines eligibility of clients for various health programs; trains staff in human nutrition; trains staff to provide clinical services; follows up on training activities; provides support and encouragement to staff; works with managers to resolve personnel and staffing problems; consults with programs in outreach, publicity, and caseload increase activities; works with State program managers on setting and evaluating goals; coordinates with State and local managers in grant applications; conducts needs assessments of communities and public health programs; provides in-depth analysis of medical/nutrition care provided to specific groups of clients; analyzes and revises appointment systems and clinic systems of handling clients; designs, develops field tests, evaluates, and revises statewide nutrition education plans and educational materials; works with staff to get a group consensus about the problems they are facing and develop a plan for solving them; develops intervention strategies and tools for staff in working with high-risk clients; promotes and sets up communication and sharing between local programs and between State and local managers and

staff.

3.Public Relations. Typical tasks: acts as agency liaison with media about nutrition issues; lecture and advises undergraduate students regarding careers and issues in nutrition; acts as an advocate for nutrition programs and healthy eating behaviors; represents State Health Division at local, State, and National committees and meetings.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily telephone, written, or in-person contact with local and State agency staff and managers to exchange information. Local health agencies are monitored once a year and other visits are made for training, follow-up, consultation, and technical assistance.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an administrative superior. Employees are responsible for developing and carrying out a schedule for program monitoring, program follow-up, and general consultation, training, and technical assistance. Much of the work is self-initiated and of an independent nature. Work is reviewed as completed for accuracy, completeness, and conformance to program policies, rules, and regulations.

GENERAL INFORMATION

Positions in this class require the willingness to travel throughout the State, perhaps under adverse conditions, including overnight stays. They require the willingness to work extended hours, as needed.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Extensive knowledge of human nutrition.

General knowledge of the standards of care for medical/nutrition problems.

General knowledge of the principles and practices of public health.

General knowledge of the principles of adult learning and effective education methods.

General knowledge of safe and correct clinical procedures and medical charting requirements.

General knowledge of quality control and quality assurance techniques.

General knowledge of therapeutic nutrition theories and practices.

General knowledge of nutritional and educational resources.

General knowledge of nutritional needs throughout life cycle.

General knowledge of community organization principles and practices.

General knowledge of community organization functions and politics regarding nutrition and health.

General knowledge of data collection and statistical analysis techniques.

Basic knowledge of the principles of human motivation.

Skill in analyzing, interpreting, and explaining rules, regulations, laws, policies, and standards to various levels within an organization.

Skill in analyzing information and providing clear oral or written reports regarding findings.

Skill in dealing with a broad variety of people, such as lay people, health professionals, legislators, and county commissioners.

Skill in determining nutrition related needs of clients.

Skill in preparing, presenting, and evaluating effective training programs that meet the needs and educational level of an audience.

Skill in community organization.

Skill in interviewing, problem diagnosis, and evaluation.

Skill in negotiation to achieve common goals and objectives.

Skill in using group process to achieve community objectives.

Skill in marketing nutrition services.

Skill in public speaking to inform and describe division policies.

Ability to plan and put in priority order work to fit the immediate and long-term needs of program managers and health agencies.

Ability to speak and write effectively and persuasively and to facilitate effective communication between people.

Ability to develop trusting relationships, empathize with people, listen well, and have people feel that you are working with them.

Ability to identify operational and personnel problems from direct observation of health programs and from review of patient charts, health plans, budgetary reports, and other written records in a variety of health programs.

Ability to motivate staff, work effectively with groups, and lead groups to a consensus.

Ability to work with administrators and lay persons in a diplomatic and persuasive manner and to work with difficult people.

Ability to persuade clinic staff and managers to meet standard before enforcement is necessary.

Ability to interpret scientific articles and present complex information

in an easily understood manner and to analyze data.

Ability to analyze clinic operations for efficiency and effectiveness and to detect inadequate teaching skills and behaviors.

Ability to determine deficiencies of programs and related staff in the nutrition field.

Ability to use word processing, data management, and nutritional analysis computer software.

Ability to communicate with audiences of diverse knowledge and skills.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.