



Career Service Authority
Nutritionist

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GENERAL STATEMENT OF CLASS DUTIES

Provides clinical and public health nutritional assessment to ensure appropriate nutrition standards are met and maintained.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Provides counseling on good nutrition and assesses such factors as diet history, food, habit, cultural food patterns, anthropometric measurements, level of physical activity, and home environment.

Reviews, updates, and coordinates patient nutritional care and protocol implementation through ongoing review of patient charts, physician's diagnosis and personal observation; participates in patient conferences with nursing and other interdisciplinary staff.

Provides nutritional care services based on an assessment of such variables as individual need, physician's diagnosis and personal observation. May be required to give problem solving assistance to Women, Infants, and Children (WIC) Educators and clerical staff.

Works with a variety of staff and agencies to provide information and assistance on diet and nutrition and on food preparation, procurement and use. Serves as an educational resource to nursing and medical personnel by conducting and participating in formal in-service programs in nutrition.

Directs and monitors the production and serving of all research diets. Implements and directs dietary tests and procedures.

Educates appropriate clients on the nutritional and health factors which may influence the health of the patient or family member.

Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards. Maintains departmental records, reports, and files as required.

Assists in coordinating and checking the work of other employees.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing - Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Self-Management - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication - Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving - Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Flexibility - Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and deals effectively with ambiguity.

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Information Management - Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Knowledge of the role of nutrition and its application to direct patient care in a hospital clinic setting or home environment sufficient to be able to provide high quality of nutritional care.

Knowledge of current social and economical hardships affecting patient nutrition sufficient to be able to assist patients in overcoming resistance to the preparation of a proper diet.

Knowledge of patient nutrition management in a hospital or clinical setting sufficient to be able to update patient diet through ongoing review.

Knowledge of dietary deficiencies sufficient to be able to assess overall patient care.

Knowledge of up-to-date issues in nutrition, sufficient to be able to provide information, assistance, and/or act as a resource for others.

Knowledge of dietary tests sufficient to be able to initiate and implement new procedures.

Knowledge of research techniques sufficient to be able to direct and monitor projects.

Knowledge of departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

- Balancing*: maintain body equilibrium to prevent falling over.
- Eye/hand/foot coordination*: performing work through using two or more.
- Feeling*: perceiving attributes of objects by means of skin receptors.
- Fingering*: picking, pinching, or otherwise working with fingers.
- Handling*: seizing, holding, grasping, or otherwise working with hand(s).
- Hearing*: perceiving the nature of sounds by the ear.
- Reaching*: extending the hand(s) and arm(s) in any direction.
- Repetitive motions*: making frequent movements with a part of the body.
- Talking*: expressing or exchanging ideas by means of spoken words.

Working Environment:

- Exposure to hazards of steam and heat.
- Exposure to heat, wetness, and odors in kitchen and/or patient areas.
- Exposure to hot and humid work environment.
- Exposure to infections and contagious disease.
- Exposure to patient elements.
- Exposure to risk of blood borne diseases.
- Exposure to unpleasant elements (accidents, injuries, and illness).
- Contact with patients under wide variety of circumstances.
- Subject to many interruptions.
- Subject to varying and unpredictable situations.

Education Requirement:

Bachelor degree in Nutrition, Dietetics, or a directly related field.

Experience Requirement:

Two years of experience in community of public health nutrition.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

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Licensure and/or Certification:

Registration as a Registered Dietitian with the American Dietetic Association or Registered Dietitian eligible contingent upon passing American Dietetic Association examination prior to completion of probation.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Janell Haig

REVISED DATE: 11/15/2009

REVISED BY: Melissa Fisher

CLASS HISTORY 2009: The class spec was updated and placed into the new class spec format.