

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3141    **TITLE:** SR. PUBLIC HEALTH NUTRITIONIST    **GRADE:** S-22

**DEFINITION:**

Under limited supervision, provides comprehensive delivery of public health nutrition services to clients and supervises on-site district nutritionists and paraprofessionals.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Senior Public Health Nutritionist is distinguished from the Nutrition Program Supervisor in that the Senior Nutritionists serve as first line supervisors at an individual site whereas the Program Supervisor supervises the daily operations of the program, supervising nutritionists at multiple locations throughout Fairfax County.

The Senior Public Health Nutritionist is distinguished from the Public Health Nutritionist in that the Senior Nutritionist provides hands-on training and supervision to Nutritionists and paraprofessionals.

**ILLUSTRATIVE DUTIES:**

Responsible for: day to day operation at one site;  
Plans and manages daily clinic activities (scheduling, staffing) at one site;  
Provides orientation and training to new staff;  
Provides high-risk counseling to clients and enroll them to WIC program;  
Analyze monthly caseload reports to determine staffing, equipments and clinic supplies;  
Monitors compliance of operational policies, show rates;  
Maintains/updates individual staff records of required training (Civil right training Nutrition continuing education training);  
Supervises and evaluates the performance of district nutritionists and other office staff;  
Ensures that nutrition services comply with state and federal guidelines and that staff is informed of new or altered policies and procedures;  
Participates in departmental committees and subcommittees and attends in-service trainings, workshops; and community outreach activities;  
Coordinates with Maternity clinics scheduling clients based on processing standard;  
Prepares periodic activity reports as required;  
Analyzes statistical reports, evaluates service delivery and makes recommendations for change;  
Participates as required in the delivery of nutrition services to clients with special needs and more complex or difficult cases.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the principles and practices of nutrition;  
Knowledge of basic computer skills;  
Some knowledge of supervisory methods and techniques;  
Ability to assess and evaluate the nutritional needs of clients and client groups;  
Ability to develop nutrition care plans;  
Ability to develop effective working relationships with a variety of health care professionals;  
Ability to communicate well both in writing and orally;  
Ability to organize and apply available resources to accomplish goals.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a bachelor's degree in nutrition, dietetics, or a related field; PLUS;  
One years of experience as a nutritionist.

**CERTIFICATES AND LICENSES REQUIRED:**

Registration as a Dietitian by the American Dietetics Association within one year of appointment.

REVISED:                    December 3, 2008  
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ESTABLISHED:                April 17, 1995