

NUTRITION PROGRAM CONSULTANT

KIND OF WORK

Advanced professional nutrition program consultation and administration work.

NATURE AND PURPOSE

Provides professional nutrition, dietetic and food service program coordination, evaluation, consultation, technical assistance and in-service training to institutions, facilities or agencies. Monitors compliance with federal and state laws and regulations for nutrition programs. Withhold services and/or take corrective action in cases of noncompliance with laws and/or regulations. Emphasize improving nutrition and dietary programs of public health or educational activities in which food and nutrition play a role. General direction is received from a supervisor or division head, but considerable latitude is afforded the employee for independent judgment.

EXAMPLES OF WORK *(a position may not include all the work examples given, nor does the list include all that may be assigned.)*

Provide consultation regarding nutrition program budgets, federal and state aid determinations, identification and allocation of funds, and accounting and administrative practices.

Provide consultation in the areas of technical assistance, training, resources and program management, for administering and delivering nutrition services.

Establish standards and guidelines to assist sponsors to achieve compliance with state and federal regulations and promote program improvement

Give talks and lectures before professional, school and lay groups.

Analyze food, clothing, utilities, and fuel costs in establishing standards of assistance, including allowances for special diets.

Assist school and hospital administrators, dietitians, and other personnel with the planning and operation of food and nutrition programs.

Develop procedures and tables to be used in evaluating economic resources of applicants and estimating amount of support received from relatives.

Prepare reports and recommendations for the formulation of policies, plans, and procedures, including budget requests, for a statewide nutrition program.

Advise community groups and clubs, schools, child and adult care centers, and staff of health expositions, county fairs, and organized classes on food practices, problems and teaching methods and techniques, such as food value charts, posters and exhibits.

Conduct on-site reviews of schools and organizations that participate in federal meal programs to monitor for child and adult nutrition program compliance, good management practices, and to help resolve managerial and operational problems through negotiated corrective action plans.

Recommend corrective action plans for entities found non-compliant with federal and/or state regulations and provide individualized technical assistance to ensure improvement when appropriate.

Recommend termination from participation in federal or state nutrition programs for entities and individuals determined non-compliant and prepare materials for termination appeals.

Conduct and participate in special projects and surveys in local areas.

Organize and conduct surveys of problems encountered in implementing food and nutrition improvement activities.

Confer with officials of other agencies interested in nutrition.

Develop reports on activities and plan follow-up methods, if needed.

Write regulations, guidelines, policies, procedures and standards on the nutrition component of public health programs and projects.

Provide nutrition-related consultation to professional and allied health staff in public health agencies and in specific health projects.

Plan and conduct nutrition education and/or training programs for professional public health and supportive personnel conducting Maternal and Child Health Programs.

Monitor the nutrition component of assigned state and federally funded programs, such as the Special Supplemental Food Program for Women, Infants and Children (WIC) and the School Nutrition Program.

Prepare, review and select nutrition informational materials for dissemination to various communication media or for use in the statewide program.

Communicate departmental, state and federal policies with regard to applications and administration so that potential providers of nutrition services understand the purpose, nature and requirements of the program by developing and conducting training sessions for interested applicants.

Evaluate and recommend policies and procedures by representing the agency on technical and advisory committees and by identifying problem areas and developing and reviewing reports.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Education and/or experience in dietetics, nutrition science, food and nutrition, or equivalent that demonstrates the following KSAs.

##### Knowledge of:

Advanced principles and practices of dietetics and nutrition related to public health and individual family food problems.

State and federal laws, rules, standards and regulations governing federal child nutrition programs sufficient to serve as technical expert.

Current developments in the fields of public health, child/youth development and business administration sufficient to monitor, evaluate and provide technical consultation to nutrition and/or food service programs.

Appropriate educational principles and methods and research methods applied to public health nutrition, including child nutrition, sufficient to provide public education and in-service training programs.

Human nutrition, with an emphasis on maternal and child nutrition, and its relationship to health promotion and disease prevention.

Cultural differences, particularly those associated with health behaviors, dietary practices and parenting.

Regulations and best practices related to program administration including budgeting, segregation of duties, program planning and management.

##### Skill in:

Oral and written communication sufficient to present clear, concise, accurate, and organized information that meets the audience's specific needs.

Negotiation skills sufficient to resolve discrepancies in judgment and conflicts of opinion.

##### Ability to:

Interpret laws, regulations, guidance, instructions and procedures for use by schools, community organizations, and other public and private entities.

Comprehend public administration program rules, guidance and instructions in order to interpret the information to local authorities.

Utilize interpersonal and consultative skills that will foster collaboration, respect and the open exchange of ideas.

Speak effectively before professional and other groups and present material through exhibits, demonstrations and literature.

Create and develop educational and instructional materials.

Analyze and evaluate nutrition data.

Est.: 2/25/1969

Rev.: 6/1978

Rev.: 5/2013

T.C.: 5/2013

Former Title(s): Nutritionist