



**Las Vegas Urban League**  
*A Nevada Community Action Agency*



**Job Title: Nutritionist**

**Date Prepared: January 2, 2024**

**Department: Nutrition Education Centers - WIC**

**FLSA Status: EXEMPT**

**Funding Source: Nevada Department of Health and Human Services**

### **General Purpose**

To provide administrative support to WIC program participants and oversee nutrition education and counseling services to staff and to those determined to be at nutritional risk.

### **Essential duties and responsibilities:**

Perform nutritional assessment and assign nutritional risk category to high risk clients, provide individual nutrition and breastfeeding education and counseling to high risk clients and oversee group education and counseling of low risk clients if required, complete understanding of nutrition principles and practices of health education, including wellness, nutrition and prevention health care programs, interviewing and counseling practices and techniques required, principals and procedures of record keeping, understanding and compliance pertinent Federal, State, and local laws, codes and regulations as it relates to nutrition programming, measure and record and weights of participants, obtain blood samples from clients to test the value of their hemoglobin, perform internal audits on clients charts to ensure proper plotting of data on prenatal weight charts and growth grids, the proper identification and social services referrals, document referral services, score health questionnaires and food frequencies, design, modify, and provide food packages based on nutrition assessment, answer questions and provide information to the client regarding food package, ability to work with pediatricians to determine proper special formal needs of clients, attend nutrition education seminars, answer questions to the public regarding nutrition services, oversee nutrition education classes, prepare lesson plans on nutrition education, audit participant charts, compile nutrition education and program reports, assist with training of Nutrition Education Certification Counselors, conduct monthly staff development training on Nutrition Education Curriculum, have complete understanding of Nevada State Policy and Procedures GP 1-12 General Program Administration, CR 1-11 Civil Rights and Responsibility, CT 1-17 Certification, NE 1-7 Nutrition Education, BF 1-9 Breastfeeding Promotion and Education, FD 1-15 Food Delivery, OR 1-3 Outreach and Referrals, PE 1-3 Program Evaluation, RR 1-14 Records and Reports, knowledge of agency cross department programs, perform outreach and health fairs to promote WIC program, may assume operational authority of clinic and staff if delegated by management, assist with ordering supplies and other related duties as assigned.

**Skills and Abilities Required:**

Ability to function effectively in fast-paced public health clinic environment, provide dietary and specified care plans and nutrition information to qualified applicants, interview applicants to determine program eligibility and determine nutritional history, establish and maintain cooperative working relationships with those contacted in the course of work, communicate effectively and promote teamwork within clinic environment, communicate effectively with infants and young children, exceptional customer service skills, provide information on diet and nutrition to applicants and interview applicants to determine nutrition history, understand and follow written instructions, must maintain work performance in audit ready posture to ensure compliance with Nevada State WIC Program Directives, operate Hemocue HB 301 blood analyzer, knowledge of principals of documentation in medical record keeping preferred, universal precautions with infection control practices preferred, complete understanding of intake process, bilingual preferred

**Education, prior work experience and specialized skills and knowledge:**

Bachelor's in nutrition, Dietetics, Nutritional Sciences, Community Nutrition, Clinical Nutrition or Public Health Nutrition, Registered or Licensed Dietician preferred but not required, possession of or ability to obtain Nevada's drivers license

**Physical environment/working conditions:**

Fast paced atmosphere, standing and sitting for extended periods of time, stooping, walking and reaching overhead, lifting supplies and equipment, exposure to blood borne pathogens

**Equipment/machinery used:**

Computer, multi-line telephone, fax machine, printer, calculator, HB 301 Hemocue Analyzer, Medela Electric Breast Pumps

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**For HR Use Only**

Name: \_\_\_\_\_ Title: \_\_\_\_\_