

NUTRITIONIST (HELP Program)

General Statement of Duties and Responsibilities

Under varying degrees of supervision or direction, with varying degrees of latitude for independent judgment and responsibility, performs work in an agency's nutrition program. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under supervision, with some latitude for independent initiative and judgment, assists in developing and administering a nutrition education program.

Examples of Typical Tasks

Acts as technical consultant in a nutrition resource center or for a health district or other area.

Provides nutrition consultant services and in-service training for personnel of City agencies and private institutions which create menus and/or provide education to staff, students, and members of the public, such as custodial care homes and schools.

Evaluates food service and provides technical guidance to day care agencies, day camps and other children's institutions.

Prepares scripts for and presents nutrition education programs to the public, utilizing mass media communication, such as municipal and commercial radio and television and electronic media.

Cooperates with community agencies in conducting and expanding food and nutrition education.

Assists in nutrition research projects and field studies. Prepares reports.

Assignment Level II

Under general supervision, with wide latitude for independent initiative and judgment, in addition to performing the duties of Assignment Level I, supervises and oversees the staff of an agency nutrition education program and performs tasks such as the following:

NUTRITIONIST (HELP Program) (continued)

Assignment Level II (continued)

Examples of Typical Tasks

Supervises the activities of Nutritionists Assignment Level I in nutrition education programs and services of the agency.

Plans and conducts in-service training programs in nutrition for professional staff. Prepares and delivers talks on nutrition before lay and professional groups.

Organizes, develops and presents daily consumer programs on radio and television.

Participates in and may conduct nutrition training programs for medical students in schools of public health and in field work training programs for students in nutrition and public health education.

Develops and directs research studies and surveys regarding nutrition. Designs, develops and evaluates nutrition education materials.

Assignment Level III

Under direction, with broad latitude for independent initiative and judgment, in addition to performing the duties of Assignment Level II, directs or assists the director of the nutrition program of a city agency in planning, developing, directing and administering the nutrition program of the agency.

Examples of Typical Tasks

Assigns, supervises and evaluates nutrition personnel.

Initiates, directs and reviews surveys of progress and problems of the agency nutrition program, in consultation with program director; develops and establishes methods, procedures and techniques to carry out the nutrition program; formulates policies and standards for nutrition and food services.

Determines nature and extent of nutrition program needs at sites where nutrition education is conducted; establishes long and short term site goals; coordinates food and nutrition services with other aspects of agency and site programs.

NUTRITIONIST (HELP Program) (continued)

Assignment Level III (continued)

Examples of Typical Tasks (continued)

Establishes and maintains cooperative relationships with educational, research, governmental, and other health and welfare offices concerned with the scope, impact and effectiveness of public nutrition programs; represents the agency at meetings.

Identifies grant opportunities and develops proposals.

Qualification Requirements

1. A master's degree from an accredited college in nutrition or in public health; or
2. A baccalaureate degree from an accredited college, including or supplemented by 18 semester credits in nutrition or public health on the graduate or undergraduate level, and two (2) years of satisfactory full-time professional experience in nutrition education.

Special Qualification Requirements

Assignment Level II

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements described above, one (1) year as a Nutritionist AL I with the City of New York or at least three (3) years of satisfactory full-time professional experience in nutrition education.

NUTRITIONIST (HELP Program) (continued)

Special Qualification Requirements (continued)

Assignment Level III

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements described in Assignment Level I, two (2) years as a Nutritionist AL I and AL II with the City of New York or five (5) years of satisfactory full-time professional experience in nutrition education, at least two (2) years of which must have been in an administrative or supervisory capacity.

NOTE:

This title is classified in the non-competitive class for a 12 month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into Nutritionist (50410) as permanent competitive class employees.