

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Nutrition Services Supervisor	
<b>TITLE CODE:</b> 2514	<b>SERIES:</b> Nutrition
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$19.38-\$24.73</b> <b>GRADE: 22</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director of Nutrition Services or Public Health Director	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under general direction performs work of moderate to complex nutrition case management of medically high risk individuals that may include physician prescribed dietary and nutrition regimens and intensive counseling (medical Nutrition Therapy/MNT) and spends at least 50% of time in supervising the work of nutritionists and related staff.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** See Special Requirements

**EXPERIENCE:** Three (3) years of experience as a Licensed Dietitian/Certified Nutritionist providing nutrition and health-related counseling and education and successful demonstration of competencies for the MNT Nutritionist III.

**SUBSTITUTION CLAUSE:**

**EDUCATION:**

**EXPERIENCE:** Master's degree in human nutrition, dietetics, food and nutrition, community nutrition, food systems management or related area (e.g. Human and Environmental Sciences, Home Economics/Home Economics Education) may be substituted for one (1) year experience.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must be a Licensed Dietitian (LD) by the Kentucky State Board of Licensure and Certification as provided in KRS 310.021 or be certified as a Certified Nutritionist (CN) by the Kentucky State Board of Licensure and Certification as provided in KRS 310.031.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME. OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Must maintain current licensure and certification. Must complete required annual updates.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Coordinates, evaluates and schedules nutrition and related staff to provide appropriate nutrition services based on the needs of individual patients, community, special program clinics and home visits; provides case management services in regard to MNT nutrition status of individuals in compliance with programmatic guidelines; assesses community nutrition needs; collaborates with state and community agencies and assures that community groups receive appropriate nutrition education to assist in adequate and appropriate nutrition intake; develops and implements community events and programs; plans and delivers in-service training and education for public health personnel and other agencies, as requested; may assist Director of Nutrition Services in the recruitment, direction and evaluation of nutrition staff; actively participates in quality assurance and utilization reviews; directly supervises nutrition staff and other related staff and completes performance evaluations; assists the Director of Nutrition Services in developing and implementing plans for orientation, in-service training and continuing education.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the clinic or community setting.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 07/01/07

**DATE OF LAST REVISION:** 06/26/09

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.