



## CLASS SPECIFICATION

**Class Title:** Registered Dietitian – Senior Services  
**Department:** Health  
**FLSA:** Non-exempt

**Class Code:** 5528  
**Grade:** 19  
**Eff. Date:** 9/13/2024

### GENERAL PURPOSE

Under general guidance and supervision from the Deputy Division Director, performs professional nutrition services for the Davis County Senior Services Division.

### EXAMPLE OF DUTIES

Performs nutritional risk assessments for older adults in compliance with the Older American Act and state rules. Completes initial enrollment paperwork for Home Delivered Meals (Meals on Wheels).

Evaluates physical (ADL's and IADL's), medical, financial and nutritional history information (risk factors, dietary or caloric intake) to determine whether clients meet nutritional risk criteria qualifying them for the Home Delivered Meals Program (Meals on Wheels). Documents visits, nutritional counseling and client progress towards goals.

Provides information on program services, instructions for canceling meals, reheating meals, and requirements to participants of aging services, nutrition needs, and preparation of nutritious meals.

Refers clients to appropriate community partners and other Aging Programs.

Provides nutritional counseling and class instruction for needs of the older adult population, including nutritional needs and associated illnesses or diseases. Develops curriculum and lesson plans for nutrition education classes to be taught to staff and the public in a virtual and/or in person classroom setting. Teaches nutrition education at all three senior activity centers. Provides educational materials to be handed out and distributed monthly to all clients.

Assists center nutrition staff with education, ideas, and solutions for clients experiencing malnutrition or meal problems. Assists centers with the Senior Farmers Market Program, enters data into the database, providing recipe ideas for produce received and supporting program success.

Completes quality assurance using monitoring tools. Coordinates with Food Service Coordinators for bi-annual assessments and completes and reviews required documents for annual State Nutrition Audit.

Reviews state regulations for the Older American Act Nutrition program and ensures compliance with regulations.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

**1. Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in Dietetics.

**2. Special Qualifications:**

Must be licensed as a Certified Dietitian by the State of Utah Division of Occupational and Professional Licensing.

Must pass a criminal history background investigation.

Must furnish personal transportation for on-the-job travel.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must possess a valid Utah driver's license.

**3. Necessary Knowledge, Skills, and Abilities:**

**Working knowledge of:** nutrition program regulations and eligibility requirements, proper nutrition care and methods of nutrition education.

**Skill in:** operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations as this position may require the driving of a motor vehicle.

**Ability to:** educate and counsel nutrition program participants, individually and in group settings; explain and interpret nutrition program services and requirements to other staff; follow oral and written instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, program participants, staff from other agencies and the general public.

This position is subject to federal grant appropriations approved annually.

**WORKING CONDITIONS**

Working in a senior activity center with periods of higher levels of noise and occupation; mostly indoor work, may require some outdoor work; requires sitting, standing or stooping for long periods of time; occasional lifting, carrying, pulling, pushing or otherwise moving objects weighing up to 25 pounds. Performing duties within the homes of older adults; interacting with seniors of all ethnicities and disabilities.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***