



## CLASS SPECIFICATION

Class Title: Registered Dietitian - WIC  
Department: Health  
FLSA: Non-exempt

Class Code: 5552  
Eff. Date: 1/24/92  
Grade: 19  
Revised: 6/17/19

### GENERAL PURPOSE

Under general guidance and supervision from the Clinical/WIC Services Bureau Manager, performs professional nutrition services for the Davis County WIC Program.

### EXAMPLE OF DUTIES

Performs anthropometric functions for women, infants and children: measures height, weight, and head circumference; takes blood samples for lab work. Evaluates physical data, medical, financial and nutritional history (risk factors, dietary or caloric intake) information to determine whether clients meet nutritional risk criteria qualifying them for WIC services. Refers clients to appropriate community partners. Reviews and co-signs high risk care plans completed by a non-Registered Dietitian.

Provides information on program services, instructions on proper use, and requirements to participants, nutrition needs, and preparation of nutritious meals. Counsels participants when program abuse or violations occur. Provides instructions to participants regarding lactation.

Provides nutritional counseling and class instruction for various needs of the target population, especially nutritional needs for pregnancy, breastfeeding, infants and small children, postpartum, teen mothers, and other health related issues such as immunizations, substance abuse, and smoking cessation. Documents counseling and client progress towards goals.

Assists in developing annual nutrition education plan. Identifies and monitors high risk and special formula participants. Assists participants in abuse situations.

Coordinates with State WIC nutritionist in the development and evaluation of nutrition education materials; develops curriculum and lesson plans for nutrition education classes.

Completes quality assurance and other monitoring reports/audits.

Conducts nutrition trainings at in-service staff meetings.

Reviews state regulations for 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**

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 requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***

**Approval Information:**

Date: 6/17/19

Department Approval: Mindy Box



HR Generalist Approval: Hollie McKinney  
Classification Approval: Marina Brito

## CLASS SPECIFICATION