

## NUTRITION PROGRAM SUPERVISOR

This is supervisory professional work directing the activities of a large nutrition program of the health department. Employees are responsible for managing a large Special Supplemental Food Program for Women, Infants, and Children (WIC). Work requires planning the daily activities of the program in addition to planning program services on a yearly basis. Employees are responsible for organizing the work flow and work schedules, projecting budgetary needs, modifying policies and procedures and participating in personnel functions. Employees serve as a technical resource to program staff and ensure program quality control.

### **I. SUPERVISORY/MANAGERIAL FUNCTIONS:**

**Planning** - Employees develop nutrition program goals and objectives which reflect the services provided by the health department and ensure they are in concert with the organization mission and the State's program directives. Work requires the employees to determine short and long term priorities related to program goals and objectives. Employees evaluate the feasibility of new programs as they impact upon existing resources. Organizational changes and establishment of new work processes and policies may be discussed with management, Nutrition Program Consultants, or the State office.

**Organizing and Directing** - Employees are accountable for the daily work operations of the nutrition program within the health department. They establish work schedules, client caseloads, teaching assignments, clinic responsibilities and special projects. The employees are kept aware of any program and service delivery problems and may resolve any technical questions. Employees also discuss organizational and program modifications with the health director.

**Budgeting** - Employees prepare recommendations annually for space, personnel, salaries, new funding sources, equipment and supplies based upon the program goals and objectives. Employees are required to submit and justify these recommendations to management or in some cases, the governing board. Recommendations and justification for grants or any other funding sources are submitted to the Nutrition Program Consultant, State Nutrition and Dietary Services Branch, and/or granting source.

**Training** - Employees assess the training needs of the staff and recommend appropriate training. They identify areas of training and recommend staff development needs to the Nutrition Program Consultants. Employees either provide or arrange for on-the-job training for staff members, interns, students, and health department staff.

**Setting Work Standards** - Employees are responsible for ensuring that work is carried out in accordance with established health department and State nutrition program standards and procedures. They may develop operating rules, quality control standards, and guidelines to aid staff in their daily work functions. Employees may modify existing State directives to coincide with the daily work operations of the health department. They ensure that procedures and policies are interpreted correctly and handle any problem areas.

**Reviewing Work** - Employees review the daily work operations on an occasional basis. Daily work problems are referred to the employees if subordinate staff are unable to provide the requested services. Administrative problems such as clinic flow, clinician interaction, and standards development are brought to the attention of these employees. Employees review work operations on a quarterly in-house audit basis or during annual State monitoring visits. Employees also serve as a technical resource to program staff.

**Counseling and Disciplining** - Employees discuss any problems with staff and management and initiate the appropriate actions set forth by the governing agency. Employees may provide the initial oral warning; however, final disciplinary actions are referred to health director.

Performing Other Personnel Functions - Employees recruit, interview, and screen applicants for vacant positions and forward final recommendations to management. They prepare staff evaluations, recommend staff for promotion, and merit raises.

## **II. SCOPE AND NATURE OF WORK SUPERVISED:**

**Dynamics of work Supervised** - Work responds to changing federal and State policies, procedures, and guidelines as it relates to the administration of the State supported nutrition programs. Professional application of knowledge and skills may be modified as nutrition programs and disease treatment change.

**Variety of Work Supervised** - Employees direct a nutrition program which may have several program components. The work falls within the realm of nutrition with interrelated knowledge and methodologies.

**Number of Employees Responsible For** - Four to six professional employees and a clerical support staff.

## **III. EXTENT OF WORK SUPERVISED:**

Employees are responsible and accountable for both quality and quantity of services provided. Work may be periodically reviewed during meetings with the health director to discuss any technical, administrative or organizational problems or changes. Technical and administrative consultation is received from the State Nutrition and Dietary Services branch.

## **IV. SPECIAL ADDITIONAL CONSIDERATIONS:**

Employees usually supervise an 8-5 work operation, but community outreach may occur in the evening hours. The work force is basically stable, and the staff may be dispersed throughout the county or district.

## **V. RECRUITMENT STANDARDS**

**Knowledge, Skills, and Abilities** - Thorough knowledge of principles and practices of the field of nutrition. Thorough knowledge of dietary assessment techniques. Considerable knowledge of the principles of supervision and management. Considerable knowledge of current research findings and trends. Considerable knowledge of community resources and socio-economic groups. Skill in interviewing, counseling, and dietary assessments; ability to plan, develop, direct, and evaluate a nutrition program; ability to train and supervise students, interns, administrative support and professional staff. Ability to establish rapport with community agencies and groups such as hospitals, hospice, medical society, civic groups and schools.

**Minimum Education and Experience** - Master's in public health nutrition or nutrition and two years of program administration or supervisory experience plus the ADA Commission on Dietetic Registration eligibility; or graduation from a four-year college or university with a bachelor's degree in foods and nutrition, public health nutrition, or dietetics, and three years of program administration or supervisory experience plus the ADA Commission on Dietetic Registration, eligibility; or Bachelor's of Science degree in Dietetics, Public Health Nutrition or Community Nutrition from an accredited four-year college or university and four years of program administration or supervisory experience; or an equivalent combination of education and experience.

**Administering the Class** - Candidates should provide documentation from their respective university or college certifying Commission eligibility and/or indicating completion of an ADA approved dietetic internship. If Commission registered, candidates may provide registration number. Satisfactory completion of an ADA approved dietetic internship not receiving college credit can be treated as one full year of experience.