

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Nutritionist 2		<b>Class Code:</b> 001QK2
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 2	<b>Effective Date:</b> 12-12-14
	<b>Summary:</b> Incumbent works at the Indiana State Department of Health (ISDH) and is responsible for providing nutritional consultation and expertise in a specific program area to public or private agencies and/or to individual clients. Incumbent is responsible for ensuring compliance with appropriate state and/or federal regulations and improving quality of nutritional care.		

**Duties:**

- Monitors, reviews, surveys and/or evaluates projects or facilities on a continuous basis to ensure compliance with requirements;
- Revises and assists in developing state regulations and compliance guidelines related to nutrition and/or food service within project area;
- Develops standards for nutrition and/or food service training;
- Provides on-site consultation to public or private agencies or to clients concerning nutrition and interpretation of regulations;
- Provides expertise in nutrition as a resource person to nurses, physicians, social workers and others involved in project;
- Investigates and resolves complaints concerning food and nutrition problems;
- Prepares reports regarding findings of project or facility surveys or project monitoring making recommendations on program changes, licensure, compliance with regulations;
- Develops and distributes information as appropriate regarding nutritional care, standards and guidelines;
- Performs related duties as required.

**Job Requirements:**

- Extensive knowledge of the principles, standards and practices of modern public health nutrition, therapeutic nutrition and health, safety and sanitation principles and practices;
- Thorough knowledge of, and ability to apply, appropriate federal and state laws, regulations, guidelines and/or licensure requirements;
- Effectively communicate, both orally and in writing;
- Specialized knowledge of accepted administrative and organizational methods;
- Ability to provide expert consultation to, and communicate effectively with, individuals or groups;
- Ability to plan and prepare detailed narrative and statistical reports;
- Ability to make judgments concerning quality of nutritional care and needs, compliance with pertinent laws and regulations, and/or appropriateness of grant applications;
- Ability to develop alternative plans, programs and policies.

**Difficulty of Work:**

Incumbent applies general principles and practices of public health and/or therapeutic nutrition to the effective execution of program monitoring or planning. Incumbent is required to use extensive professional judgment in providing expert advice in the face of complex problems. The field of nutrition is broad in scope and in addition, incumbent must differentiate, analyze and coordinate activities with other disciplines involved in special programs.

**Responsibility:**

Incumbent works highly independently in the field receiving administrative review from Division Director to ensure conformance with overall policies. Due to own professional expertise, incumbent receives no technical assistance unless requested. Incumbent provides a major contribution toward accomplishing mission and purpose of division through program planning, monitoring and review.

**Personal Work Relationships:**

Incumbent has extensive contact with the public including representatives from other public and private agencies. Contacts are for the purpose of explaining guidelines, standards, regulations and/or procedures and ensuring compliance by others with these guidelines. Contacts frequently require cooperative problem solving and persuasion.