



ONLOW COUNTY
invites applications for the position of:

Public Health Nutrition Coordinator

SALARY: \$57,687.85 - \$74,994.14 Annually

OPENING DATE: 08/09/22

CLOSING DATE: Continuous

JOB DESCRIPTION:

Performs under the leadership of the Nutrition Program Director, functions as a member of the community health team, assessing the nutritional needs of individuals and groups within the community, and planning, coordinating, and evaluating the nutritional component of health care services. Will be responsible for the operational supervision of nutrition professionals and paraprofessional staff.

Regular working hours will be Monday through Friday from 8:00 am to 5:00 pm. However, will require occasional work from 8:00 am to 8:00 pm (Thursday evenings, on a rotating schedule).

POSITION RESPONSIBILITIES:

Essential Functions

- Provide high-quality nutrition care using the Nutrition Care Process and International Dietetic and Nutrition Terminology.
- Conduct comprehensive nutrition assessments, develop and implement individualized plans of care based on nutritional needs and available resources, and evaluate and monitor progress of nutritional services provided to program participants, individuals and families with a multitude of medical conditions and nutrition concerns.
- Ensures that nutrition programs are implemented and operated in a systematic manner and in compliance with federal and state regulations. Develop, interpret and implement policies, standards and guidelines, identify improvement opportunities and conduct quality assurance activities.
- Participate in advisory committees, including standing committees, ad hoc workgroups, grant reviews and special initiatives.
- Mentor, coach and supervise staff. Assess training needs, identify and address performance issues and coordinate and/or provide appropriate training resources and opportunities.
- Communicate program goals and outcomes to internal and external stakeholders through in-services, training sessions, orientation and outreach events.
- Assess community nutrition needs, promote, and design community programs to meet those needs; foster collaborative community partnerships.

- Performs assigned functions as a Disaster Ready Team (DRT) member, if appointed or volunteers. Other related programmatic assignments as determined by management.

Core Competencies

Data Analytics and Assessment

- Identifies and describes factors that affect the health of a community.
- Accesses, collects and analyzes and manages quantitative and qualitative data using various methods and tools.
- Applies public health informatics in using data, information, and knowledge.
- Explains the importance of public health informatics for designing, implementing, evaluating, and improving policies, programs, and services.

Public Health Sciences

- Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services.
- Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- Develops and maintains partnerships that increase use of evidence in public health practice.

Policy Development and Program Planning Skills

- Develops and implements policies, programs, and services.
- Implements quality improvement methods and tools to improve policies, programs, services, and organizational performance.
- Identifies opportunities and influence policies, programs, and services external to the organization.
- Contributes to adjustment of organizational strategic plan for continuous improvement.
- Engages in community health improvement planning.

Health Equity Skills

- Applies principles of ethics, diversity, equity, inclusion, and justice in designing, implementing, evaluating, and improving policies, programs, and services.
- Engages in continuous self-reflection about one's biases.
- Collaborates with the community to identify and reduce systemic and structural barriers that perpetuate health inequities.
- Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- Contributes to achieving and sustaining a diverse, inclusive, and competent public health workforce.

Communication Skills

- Determines purposes and goals for disseminating public health data and information.
- Communicates with linguistic and cultural proficiency; tailoring messages for different audiences, using age-appropriate materials, incorporating images, using plain language, implementing CLAS Standards, ensuring accessibility for people with disabilities, engaging interpreters and translators.
- Seeks input from internal and external audiences, including populations served, coworkers, chambers of commerce, faith-based organizations, schools, social services organizations, health care providers, and community-based organizations.
- Fosters communication; by building trust, engaging in active listening, conducting in-person and virtual meetings, considering language and accessibility needs, being clear and transparent.

Management and Finance Skills

- Recruits a diverse, inclusive, and competent workforce.
- Monitors workforce satisfaction.
- Engages in continuous improvement of individual performance.
- Recognizes one's own professional development needs.
- Participates in professional development opportunities.
- Collaborates with individuals and teams to determine professional development needs.
- Develops organizational policies, programs, and services to achieve diversity, equity, inclusion, and justice.
- Manages programs and services within current and projected resources.
- Engages in contingency planning.
- Applies critical thinking in decision making.
- Engages individuals and teams to achieve program and organizational goals.

Leadership and Systems Thinking Skills

- Collaborates with individuals and organizations to develop and implement a vision for a healthy community.
- Identifies and addresses emerging needs.
- Engages staff in the change process.
- Manages uncertainty.

QUALIFICATIONS:

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, reaching with hands and arms and pushing or pulling and occasionally requires lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS:

Master's degree with coursework in nutrition, dietetics, or public health nutrition, and graduation from an approved Didactic Program in Dietetics, considerable experience in nutrition and program administration, or equivalent combination of education and experience that confers the ability to practice as a Registered Dietitian in the state of North Carolina.

Valid driver's license.

Salary will be determined based on qualifications, internal equity, budget and market considerations.

In order to be considered for this position, your final transcript showing the date that your degree was awarded and/or any required certificates or licenses must be uploaded with

your application, even if you are a current employee or we have received it with a previous application. Failure to do so will result in an incomplete application.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.onslowcountync.gov>

Position #5169-52401
PUBLIC HEALTH NUTRITION COORDINATOR
AM

234 Northwest Corridor Boulevard
Jacksonville, NC 28540
910-347-7600

Public Health Nutrition Coordinator Supplemental Questionnaire

- * 1. Which of the following best describes your highest level of completed education?
 - High School Diploma or GED
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
 - Doctorate
- * 2. Is your degree in any of the following fields of study?
 - Dietetics
 - Public Health Nutrition
 - Nutrition
 - Other Related field
 - Not Applicable or No Degree
- * 3. Are you a registered dietitian with the Commission on Accreditation for Dietetics Education??
 - Yes
 - No
- * 4. Do you possess a valid driver's license?
 - Yes
 - No
- * 5. Based on your review of the position requirements, are you able to perform the position duties with or without reasonable accommodation?
 - Yes
 - No
- * 6. Have you uploaded your final transcript showing the date that your degree was awarded and any required certificates or licenses? This must be done even if you are a current employee or we have received it with a previous application.
 - Yes
 - No
- * Required Question