

CLASS TITLE: **Nutrition Technician**

CHARACTERISTICS OF THE CLASS: Under immediate supervision, the class performs paraprofessional nutritional care duties, providing services to individuals, groups and families in a public health center or clinic; and performs related duties as required.

ESSENTIAL DUTIES: Interviews low risk clients to obtain socio-economic and dietary intake data and reviews medical and health history records to assess the nutritional needs of clients; screens, and enrolls clients in the Women, Infants and Children (WIC) Supplemental Food Program; certifies WIC program participants receiving prescribed food coupons and maintains related computerized records; develops nutrition care plans and counsels parents with infants or new born children with no health risks on good health and nutritional practices; refers patients to a team of health care professionals for in depth screening and counseling; provides basic nutrition education to individuals and groups to promote good nutritional habits; maintains records of clients' nutritional care plans; answers the phones and schedules appointments for clients; prepares work activity reports.

RELATED DUTIES: Assists Public Health Nutritionists in distributing educational materials and providing workshops to groups on sound nutritional practices designed to promote healthy eating habits and to help prevent or treat illnesses.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited institution with an Associates' degree in Dietetics or Foods and Nutrition, or an equivalent combination of education and experience is required.

Knowledge, Abilities, and Skill. Working knowledge of the theories and principles of healthy eating and good nutrition. Working knowledge of nutritional assessment, planning and counseling. Working knowledge of departmental nutrition programs.

Ability to conduct nutrition assessments and explain nutrition plans to patients. Ability to maintain records. Ability to use a personal computer.

Code: 3409  
Medical and Social Service Group  
Public Health Series  
Health and Welfare Service

Class Title: Nutrition Technician (Cont'd)

Some skill in the application of nutritional theories and principles.  
Some skill in developing individual nutritional food packages. Good  
interpersonal skills. Good oral and written communication skill.

Working Conditions. Health clinic or general office environment.

Equipment. Standard office equipment.

Note: While the list of essential duties is intended to be as  
inclusive as possible, there may be other duties which are  
essential to particular positions within the class.

June, 2002  
City of Chicago  
Department of Personnel