Health Care Job Function

HLT Nutritionist Mgt III
Grade: 57
Job Code: W0457M
Job Family: Health and Wellness
Job Family Matrix: Health and Wellness Matrix

Summary
Plan, coordinate, implement, and evaluate the provision of clinically appropriate medical nutrition therapy, nutrition education, and nutrition related health promotion initiatives to the Harvard community.

Typical Core Duties
• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
• Plan and design meals for individuals and student population to ensure nutritional standards are met
• Create comprehensive, best practice nutrition counseling and training programs
• Assess nutritional needs; develop and implement nutritional programs to meet goals
• Provide individual and group nutritional counseling education and outreach
• Organize and participate in panels, committees and working groups engaged in health education programs
• Collaborate with staff to provide appropriate nutritional options
• Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications
• Master’s degree or equivalent work experience required
• Minimum of 5 years’ relevant work experience

Additional Qualifications and Skills
• Supervisory experience
• Knowledge of Microsoft Office Suite, intermediate Excel skills
• Ability to convey nutritional concepts to individuals of varying ages and cultural backgrounds
• Communication skills (both written and verbal)

Certificates and Licenses

Physical Requirements
• Sitting using near vision use for reading and computer use for extended periods of time
• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

Working Conditions
• Work is performed in an office setting