

Looking for work that matters? We're hiring! Join our team.



We are Accepting Applications for the Following Position: **Hourly Remote Nutritionist (10348)**

Founded in the 1920s and headquartered in Decatur, GA, the DeKalb Public Health works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbhealth.net.

POSTING DATE: 10/06/2026

APPLICATION DEADLINE: 10/20/2026

LOCATION: North Health Center

DIVISION/DEPARTMENT: Community Health - MCH

SALARY INFORMATION: \$27.00 Hourly / Pay Grade TPW / Job Code T7001

DUTIES: Under general technical and administrative direction of the Senior Nutritionist, the Hourly Nutritionist works independently to provide professional nutrition assessment, counseling, education, and management services to individuals participating in public health and WIC programs. This position performs work of above-average difficulty requiring professional judgment in evaluating nutritional, medical, laboratory, growth, dietary, and socioeconomic information to determine nutrition needs and appropriate interventions. The position provides nutrition services primarily through remote/virtual service delivery and may support activities associated with community locations and health centers as assigned. The Nutritionist applies federal and state regulations, WIC program requirements, professional nutrition standards, and DeKalb Public Health policies and procedures in providing services to participants.

Essential Duties and Responsibilities **Nutrition Assessment and Counseling**

- Conducts a minimum of 20 individual certification and benefit issuance daily, evaluating laboratory values, growth patterns, dietary histories, medical histories, nutritional status, and socioeconomic factors.
- Apply federal and state regulations and established program policies in determining eligibility and providing required nutrition services to participants in the WIC Supplemental Food and Nutrition Program.
- Assesses individual nutritional needs and develops appropriate nutrition interventions based on clinical, dietary, developmental, medical, and socioeconomic information.
- Provides individualized nutrition counseling based on physiological needs, nutritional status, health conditions, and established WIC program requirements.
- Provides nutrition education and counseling using evidence-based practices and appropriate educational methods.
- Identifies participants requiring additional nutrition intervention, follow-up, referral, or ongoing management.
- Provides referrals to other DeKalb Public Health programs and appropriate public and private agencies based on assessment findings and participant needs.

High-Risk Nutrition Management

- Identifies and manages, through individualized counseling, WIC participants requiring intensive treatment and ongoing management for complex nutrition-related conditions.
- Provides nutrition counseling and management for conditions including, but not limited to, growth retardation, food allergies, formula intolerance, iron deficiency, inborn errors of metabolism, obesity, diabetes, hypertension, and anemia.
- Provides nutrition consultation to other members of the healthcare team regarding participants with complex nutrition-related conditions.
- Monitors participant progress and modifies nutrition interventions and counseling approaches as appropriate within scope of practice and program requirements.
- Coordinates referrals and follow-up services for participants requiring additional healthcare, nutrition, or community resources.

Documentation and Reporting

- Documents individual nutrition counseling and interventions accurately in the patient's medical record using the SOAP format and established documentation standards.
- Documents group nutrition education activities according to established procedures.
- Maintains accurate, timely, complete, and confidential participant records.

- Prepare monthly reports documenting nutrition activities and services provided.
- Maintains required documentation related to participant assessments, counseling, referrals, education, follow-up, and program activities.

Program Monitoring and Quality Improvement

- Monitors the effectiveness of DeKalb Public Health nutrition programs through activities such as internal audits of patient records and administration of participant questionnaires.
- Reviews records and program information to identify trends, documentation issues, service gaps, and opportunities for improvement.
- Participates in quality improvement activities designed to strengthen nutrition services and program effectiveness.
- Collects and analyzes data necessary to evaluate nutrition program needs within DeKalb County.
- Uses program data, participant feedback, and assessment findings to support program planning and service improvement.

Referrals and Community Coordination

- Makes and receives referrals for services involving other community agencies according to established procedures.
- Coordinates with healthcare providers, public health professionals, community agencies, and other service providers to support participant needs.
- Provides participants with information regarding appropriate community resources and services.
- Facilitates continuity of nutrition services through appropriate follow-up, referrals, and communication.

Remote Service Delivery

- Provides nutrition assessment, counseling, education, follow-up, and other assigned services through approved remote and virtual platforms.
- Maintains a professional, private, and appropriate environment for conducting confidential virtual participant encounters.
- Uses approved electronic systems, telehealth/virtual platforms, electronic medical records, and other technology necessary to provide nutrition services remotely.
- Verifies participant identity and follows established procedures for confidentiality, privacy, documentation, and virtual service delivery.
- Maintains reliable communication and availability during scheduled work hours.
- Troubleshoots routine technology or connectivity issues and escalates technical concerns when necessary.
- Protects confidential participant information when working remotely and follows all applicable security, privacy, and information technology requirements.

Meetings and Professional Responsibilities

- Attend required virtual monthly staff meetings.
- Participates in required training, professional development, program meetings, and quality improvement activities.
- Maintains current knowledge of applicable WIC policies, federal and state regulations, nutrition standards, program procedures, and Board of Health requirements.
- Performs other related duties as assigned by the supervisor.

Collaboration & Communication

- Collaborates with the Senior Nutritionist, WIC staff, public health nurses, healthcare providers, health educators, social service professionals, and other members of the multidisciplinary healthcare team.
- Communicate effectively with participants and families regarding nutritional needs, recommendations, treatment plans, program requirements, referrals, and follow-up services.
- Provides clear, respectful, and culturally responsive nutrition education tailored to individual needs, health literacy, and socioeconomic circumstances.
- Consults with healthcare and nutrition professionals regarding participants with complex or high-risk nutritional conditions.
- Coordinates referrals and services with internal Board of Health programs and external community agencies.
- Communicates participant needs, program concerns, trends, and recommendations to appropriate supervisors and program leadership.
- Participates effectively in virtual meetings, case consultations, staff meetings, and multidisciplinary discussions.
- Maintains professional communication through telephone, electronic messaging, virtual platforms, and other approved communication methods.
- Maintains confidentiality when communicating participant information and follows applicable privacy and information-security requirements.
- Establishes and maintains professional relationships with participants, coworkers, healthcare providers, community agencies, and program partners.

Behavioral Competencies

- **Clinical and Nutritional Judgment:** Applies professional knowledge and sound judgment when assessing nutritional needs and developing appropriate interventions.
- **Analytical Thinking:** Evaluates laboratory values, growth patterns, dietary and medical histories, socioeconomic factors, and other information to determine appropriate nutrition services.
- **Attention to Detail:** Maintains accurate assessments, documentation, medical records, reports, and program records.
- **Communication:** Communicates complex nutrition information clearly and effectively to participants, families, coworkers, and healthcare professionals.
- **Customer Service:** Provides respectful, responsive, patient-centered service and promotes a positive participant experience.
- **Cultural Responsiveness:** Demonstrates sensitivity and respect for diverse cultural, socioeconomic, linguistic, and health-related backgrounds.
- **Accountability:** Takes responsibility for assigned caseloads, documentation, participant services, deadlines, and program requirements.
- **Organization and Time Management:** Effectively manages a daily workload, including a minimum of 20 individual certification and benefit issuance assessments.
- **Problem Solving:** Identifies nutrition-related concerns and develops appropriate interventions, referrals, and follow-up strategies.
- **Adaptability:** Adjusts to changing program requirements, participant needs, technology, policies, and operational priorities.
- **Confidentiality and Integrity:** Protects confidential participant information and demonstrates ethical and professional conduct.

- **Collaboration:** Works effectively with multidisciplinary teams and community partners.
- **Technology Proficiency:** Uses electronic medical records, virtual platforms, databases, and other technology effectively to support remote nutrition services.
- **Continuous Improvement:** Uses data, participant feedback, record audits, and program outcomes to identify opportunities for improvement.
- **Independence:** Works effectively with limited supervision, exercises appropriate professional judgment, and seeks consultation when circumstances exceed assigned authority or expertise.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Nutrition, Dietetics, Food and Nutrition, or a closely related field from an accredited college or university.
- Professional nutrition/dietetics experience as required by the applicable classification.
- Knowledge of nutrition principles, nutritional assessment, counseling, education, and disease prevention.
- Knowledge of federal and state WIC regulations and program requirements or the ability to learn and apply applicable requirements.
- Ability to use electronic medical records, computer applications, and virtual communication platforms.
- Ability to communicate effectively with individuals from diverse backgrounds.

PREFERRED QUALIFICATIONS:

- Registered Dietitian (RD/RDN) credential, as applicable to the position classification.
- Experience working in WIC or another public health nutrition program.
- Experience providing nutrition services through telehealth or other virtual platforms.
- Experience providing nutrition counseling for high-risk or medically complex participants.
- Experience with WIC certification, benefit issuance, nutrition risk assessment, and participant management.
- Experience with SOAP documentation and electronic medical records.
- Experience conducting record audits, quality assurance activities, or program evaluations.
- Experience collecting, analyzing, and reporting public health or nutrition program data.
- Experience working with community agencies and multidisciplinary healthcare teams.
- Experience providing nutrition education to individuals and groups.
- Experience working with individuals with obesity, diabetes, hypertension, anemia, food allergies, formula intolerance, growth concerns, or other nutrition-related conditions.

NOTE: Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not every applicant will receive an interview and only those selected for an interview will be notified. We have the right to close any position at any time.

Fingerprint Criminal Records Investigation Is Required

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at www.dph.georgia.gov

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:
Brittany.leslie@dph.ga.gov

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.