

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Nutrition Assistant

**JOB CLASSIFICATION** Nutrition Assistant

**DOT TITLE** Social-Services Aide

**DOT NUMBER** 195.367-034

**DEPARTMENT** Public Health

**DIVISION** Community Health Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 7

**CONTACT'S NAME & TITLE** Faith Hammel, RN, MN Personal Health Services Supervisor

**CONTACT'S PHONE** 206-296-9863

**ADDRESS OF WORKSITE**

33431 13<sup>th</sup> Place South  
Federal Way, WA 98003

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 5/1/09

**WORK HOURS**

Normal work hours 8:30am-5:30pm Monday through Friday, 40 hours per week with flex time. Clinic is open 7:30am to 6:00pm.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)

Does not occur. Flex time is utilized in this position.

**JOB DESCRIPTION**

Performing paraprofessional-level nutritional health care duties in specialized health programs. Incumbents are responsible for health and nutrition assessment, breastfeeding promotion, client education, administrative support duties, health promotion activities, client outreach, and referrals for social and health services as appropriate.

**ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

## **JOB SPECIFIC REQUIREMENTS**

- Knowledge of basic nutrition theory and practice, human development, and life sciences equivalent to college-level course work
- Knowledge of behaviors and practices to achieve and maintain good health
- Knowledge of medical terminology and identified clinical procedures
- Knowledge of health and social services, resources and client education principles and practices
- Knowledge of human systems, including anatomy, physiology, biology, human growth and development
- Knowledge of health care maintenance and prevention; asepsis and universal precautions; occupational hazards and safety procedures; laboratory procedures including phlebotomy
- Knowledge of and skill in medical record-keeping procedures; administrative support practices and procedures
- Communication skills (oral and written) including the ability to read, write and converse in the English language
- Problem-solving and motivational interviewing skills
- Basic computer skills
- Analytical/assessment and basic mathematics skills
- Demonstrated skill in working with racially, ethnically and socio-economically diverse populations; maintaining and establishing working relationships with community resources
- Skill in performing client education, both individually and to groups, with the purpose of changing behavior and health habits
- Skill in performing a number of tasks simultaneously; meeting deadlines and working under time constraints
- Skill in working as a part of a multidisciplinary team
- Washington State Driver's License or the ability to provide transportation to work locations with limited or no public transportation (some positions).
- Eligibility for Washington State certification as a Health Care Assistant in category A, to include adequate physical ability and sufficient manual dexterity to perform the requisite health care services
- Successful mastery of the Washington State Department of Health WIC Paraprofessional Competencies within six months of hire

## **ESSENTIAL FUNCTIONS**

- Using established protocols, interview clients for general medical and dietary history;
- Using established protocols, evaluate anthropometric and medical/dietary history data for health and nutrition risk factors and program eligibility; perform and plot adult and child anthropometric measurements;
- Conduct periodic reassessment of client health risks and need for resources;
- Using appropriate educational methods, provide basic health and nutrition information related to client risk; provide group nutrition education to clients, other staff and community groups as appropriate, and help develop educational approaches;
- Provide referrals to preventive health care services, health care professionals, and other available resources when appropriate;

- Maintain, document and process medical and other client records according to program guidelines;
- Orient clients to program policies and procedures, issue WIC checks, and educate clients on their use;
- Schedule client appointments as appropriate, including follow-up appointments, reminder calls and documentation of appointment status in hard copy record and program database.
- Perform first-line customer service duties; respond to inquiries by phone and in person, identify clients' needs.
- Generate specified reports using program data base; collect and maintain laboratory records and data for research studies and program management;
- Participate in outreach activities to identify, recruit and screen clients for program eligibility.
- Serve as liaison and advocate to link clients to health care/community providers; develop and maintain working relationships with referral sources;
- Clean, stock and set up assigned client assessment areas; order, inventory, monitor and maintain program supplies and educational resources;
- Participate in Department and or PHC emergency response development, trainings and drills; aid in response to emergency situations and summon other health care providers and emergency personnel in a timely and appropriate manner when necessary;
- Participate in Quality Improvement and Quality Assurance activities as appropriate.
- Perform other duties as assigned.

#### **OTHER TOOLS & EQUIPMENT USED**

Computer, telephone, fax, copy machine, printer, scale, charts, files, head measuring device and presentation equipment.

#### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

#### **This job is classified as**

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

#### **Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat, carpeted, linoleum and tile surfaces for up to 15 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs while conducting presentations, certifications as well as when using educational displays.

**Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat, carpeted, tile and linoleum surfaces for distances of up to 100 feet for up to 5 minutes at a time for up to 1.5-2 hours total in a work shift. Most commonly occurs while traversing within various facilities and completing certifications.

**Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 2 hours at a time for up to 4 hours total in a work shift. Most commonly occurs while answering telephones, scheduling appointments, speaking with clients at the front desk and performing computer duties.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while reading materials, interacting with children, using the computer, reaching for equipment on the floor, performing certifications, scheduling and writing.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 minutes at a time for up to 30-45 minutes total in a work shift. Most commonly occurs while interacting with children, reaching for items on low shelves in low cabinets, items in refrigerator, measuring clients and reaching for presentation materials. The employee can reduce bending/stooping by alternating with kneeling or crouching as needed. The employee can also sit or utilize a small chair as well.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 minutes at a time for up to 30-45 minutes total in a work shift. Most commonly occurs while interacting with children, reaching for items on low shelves in low cabinets, items in refrigerator, measuring clients and reaching for presentation materials. The employee can reduce kneeling by alternating with bending/stooping or crouching as needed. The employee can also sit or utilize a small chair as well.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 minutes at a time for up to 30-45 minutes total in a work shift. Most commonly occurs while interacting with children, reaching for items on low shelves in low cabinets, items in refrigerator, measuring clients and reaching for presentation materials. The employee can reduce crouching by alternating with kneeling or bending/stooping as needed. The employee can also sit or utilize a small chair as well.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 20 seconds at a time for up to 2 minutes total in a work shift while reaching for items on upper cabinets and shelves.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2 hours at a time for up to 5 hours total in a work shift while scheduling appointments, writing, typing, measuring clients, removing paper from printer, using a computer and using presentation equipment.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 20 seconds at a time for up to 5 minutes total in a work shift while reaching for items in lower cabinets, interacting with children and measuring clients.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 minutes at a time for up to 30-45 minutes total in a work shift. Most commonly occurs while interacting with children, reaching for items on low shelves in low cabinets, items in refrigerator, measuring clients and reaching for presentation materials.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 3-6 pounds while manipulating papers, documents, charts, presentation equipment and reference materials.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances of up to 50 feet for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 3-6 pounds while transporting papers, documents, a briefcase, presentation equipment and reference materials.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 50 feet with a force of up to 10 pounds for up to 30 seconds at a time for up to 5 minutes total in a work shift while opening and closing drawers, doors, cabinets and appliances as well as when using a cart to transport equipment.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5 minutes at a time for up to 30 minutes total in a work shift while utilizing a cart, manipulating presentation materials, manipulating charts and using the telephone (headset available).

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 15 minutes at a time for up to 3 hours total in a work shift while using a computer mouse and balance beam scale.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently to continuously and highly repetitive for up to 15 minutes at a time for up to 6 hours total in a work shift while using a computer, typing, writing, wiping down the scale and manipulating documents/charts.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while performing presentations as well as interacting with clients and coworkers.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while performing presentations and interacting with clients. The employee needs to be able to hear the entire shift since they interact with the general public.

**Seeing**

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while performing presentations and interacting with clients. The employee needs to be able to see the entire shift since they interact with the general public.

**ENVIRONMENTAL FACTORS**

Work is performed in King County Public Health facility. The employee is regularly exposed to the general public. Being that the workplace is a Public Health facility, the employee is potentially exposed to illnesses and communicable diseases.

**The noise level is**

HCP Initials if Restricted

Approximately 50-80 decibels. The noise is caused by normal office sounds and occasionally screaming children.

**Work environment may include the following exposure(s):**

HCP Initials if Restricted

Non-weather related temperatures below 55 degrees: Rare

Wet: Rare

Fumes: Rare

Odors: Frequently

Toxic or caustic chemicals: Rare


**POTENTIAL MODIFICATIONS TO JOB**

Cart to reduce carrying.

A telephone headset is available to reduce reaching and handling when talking on the telephone.

Adjustable keyboard trays are available for use.

### SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

---

Date

---

Printed name & title of employee

---

Signature of employee

---

Date

**HEALTH CARE PROVIDER SECTION**

**Check all that apply**

**The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.**

**The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_.** The recommended schedule is:

**Temporary until \_\_\_\_\_**       **Permanent as of \_\_\_\_\_**

**The employee is released to perform the described job with the following modifications:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Temporary until \_\_\_\_\_**       **Permanent as of \_\_\_\_\_**

**The employee is not released to perform the described duties due to the following job functions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Temporary until \_\_\_\_\_**       **Permanent effective \_\_\_\_\_**

**The employee is unable to work in any capacity.**  
A release to work is:  **anticipated by \_\_\_\_\_**       **Not expected**

**The limitations are due to the following objective medical findings:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date