



DATE ISSUED: 09/10
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Clinical Supervisor

JOB SUMMARY

Performs coordinative and supervisory work in the support of the Exercise and Sports Nutrition Clinic. Position responsibilities include direct supervision of the Master's students in the Exercise and Sports Nutrition program, overseeing the day-to-day responsibilities of the clinic, providing one-on-one counseling to clinic patients as necessary, and providing administrative support to the Director of the Institute for Women's Health. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Program Director or Department Head

Supervises: May supervise clerical staff, and Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Coordinates activities of Exercise and Sports Nutrition Clinic.
- Oversees and coordinates practicum students participating in the clinic activities.
- Monitors activities of clinic to assure policies and guidelines are developed and observed.
- Collects clinic data for special reports.
- Maintains good public relations.
- Participates in preparation of annual clinic budget.
- Provides administrative support to the Director of Institute for Women's Health.
- Develops and maintains effective record keeping procedures.
- Ensures that support services are provided to campus and community.
- Ensures proper reporting and administration of nutrition care process.
- Maintains credential and continuing education units as part of professional licensure.
- Uses dietetic skills to work with clients in clinic as needed.

- Understands use, theory and practice of specialized equipment in clinic such as metabolic cart, indirect calorimetry.
- Observes work and safety rules.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree required. Registered Dietitian (RD) and Licensed Dietitian (LD) and must complete Certified Specialist in Sports Dietetics (CSSD) within one year of employment.

EXPERIENCE

Two years experience in generally related area.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of sports nutrition education for health/wellness programs.
- Ability to translate the latest scientific evidence into practical sports nutrition recommendations.
- Ability to maintain professional competency and skills required for professional practice.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Skills in oral and written communication.
- Ability to maintain good working relationships with students, faculty/staff, clients, and others.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,

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sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.