

WIC NUTRITION EDUCATOR Tompkins County

Department: Health Department
Classification: Competitive
Labor Grade: 8
Approved: 3
Revised: 1/88; 4/88; 5/91; 3/99; 2/03; 3/05(title change from Nutrition Aide); 12/08 (title change from Nutrition Educator); 3/11
By: HH, Commissioner of Personnel
BBP Risk Factor: At-risk position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree (Associate in Applied Science) in nutrition and/or a health-related field; OR
- (b) Possession of at least 60 college credit hours from a regionally accredited or NYS registered college or university AND one year of experience working with children and/or families; OR
- (c) Licensed Practical Nurse (LPN) with one year of experience working with children and/or families; OR
- (d) International Board Certified Lactation Consultant (IBCLC) with one year of experience working with children and/or families.

Guidance (NYS WIC Program Manual), Nutrition Support Staff and CPA's (Competent Professional Authority), Section #1460: 4/08

If an applicant has a foreign degree he/she must provide a Credential Evaluation Report prior to appointment. A health-related degree is one with a focus on public/and/or community health and could possibly include counseling or education with an emphasis on nutrition and health.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

The work of a Nutrition Educator involves responsibility for assisting a nutritionist in the certification of clients for the Women, Infants and Children (WIC) Supplemental Food Program which includes assisting in the assessment of the nutritional requirements of clients and for providing nutritional counseling to clients and their families. The work also involves the distribution of nutritional information materials and the preparation of materials for use in clinics. This position differs from that of WIC Program Nutritionist in that it does not include review and approval of special formula requests or development of high-risk care plans. The work is performed under direct supervision of the WIC Program Director and under general supervision of the Director of Patient Services. This position meets the standards of the NYS WIC Program Certified Professional Authority (CPA) – 1. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts a complete nutrition assessment of WIC clients, determines WIC program eligibility and enrolls participants in the WIC program;
Prescribes, tailors, authorizes, issues and reissues any WIC food package per NYS WIC program guidelines and protocols (except contract infant formulas that require medical documentation, exempt formulas, and special needs);
Provides and documents participant-centered nutrition education and counseling to clients and clients' families (individual/family sessions or facilitated group discussions) that is responsive to the identified needs/interests of participants and regarding foods available through WIC Program and nutrients provided by these foods;
Assists other CPA's in planning and evaluating participant-centered nutrition education (individual/family sessions or facilitated

group discussions);

Implements optional individual care plans for participants;

Tracks participant's progress, including any goals set, to improve their health and document outcomes;

Identifies and refers participants with more than basic nutrition or health concerns to another CPA for follow-up;

Advises clients' families on available community resources in foods and nutrition such as home-delivered meals, Title VII nutrition programs, food stamp programs and homemaker services and extension services;

Provides and documents appropriate follow-up referrals to other health and social services agencies for participants;

Prepares nutrition education materials such as pamphlets, newsletters, recipes, posters, three-dimensional materials and slide presentations for use at WIC clinics, from nutritionists' research, etc.;

Organizes and maintains a catalogue of nutrition education materials available in the WIC office;

Assists other CPA's in developing, conducting and evaluating nutrition training of Local Agency staff in nutrition education topics and provides guidance in nutrition assessment and counseling to WIC staff as needed;

Assists other CPAs in orienting/training/mentoring new CPA-1s and Nutrition Support Staff;

Assists in preparing files and records for WIC clinics;

Performs various routine clerical tasks such as issuing checks, and scheduling appointments;

Performs routine blood tests and physical measurements.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of nutrition and diet therapy;

Working knowledge of processes involved in menu planning, marketing and food preparation and ability to advise on organizing these processes effectively, efficiently and economically;

Ability to establish effective working relationships with program clients and staff;

Ability to relay program and nutrition information;

Ability to understand and follow oral and written instructions;

Ability to communicate effectively both orally and in writing;

Physical condition commensurate with the demands of the position.

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