

## **WIC Program Nutritionist Tompkins County**

**Department:** Health Department  
**Classification:** Competitive  
**Labor Grade:** White Collar Grade 12  
**Approved:** Board Action 04/1980  
**Revised:** 4/99; 11/90; 5/91; 9/08; 6/16  
**By:** AF, Commissioner of Personnel  
**BBP Risk Factor:** At Risk Position

### **MINIMUM QUALIFICATIONS:**

- (a) Possession of a Bachelors in human nutrition science; **OR**
- (b) Credentials as a Registered Dietitian (RD); **OR**
- (b) Any combination of education and experience equal to or greater than that specified in (a) above.

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 Foreign Academic Credential Evaluation Report prior to appointment.

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 at the time of application and maintenance of such license for the duration of employment.

### **ANTICIPATED ELIGIBILITY:**

This opportunity is being announced with anticipated eligibility. Applicants who are currently and actively enrolled in a qualifying degree program may apply, however, will only be considered for appointment if they have graduated by the time the appointment is being offered. When the civil service examination comes up, those who remain actively enrolled in college will be admitted to the examination and those with a passing score will be marked as restricted if they have not obtained their degree by the time the list is established. Once these candidates complete the requirements to be fully eligible, they may be considered for permanent appointment once they have demonstrated possession of a qualifying degree. It is the candidate's responsibility to let Human Resources know when they are eligible by providing a transcript indicating that their degree has been conferred.

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning, directing and evaluating a program of nutrition assessment and education for the Women, Infants and Children (WIC) Supplemental Food Program. This is a professional nutrition position responsible for assessing the nutritional requirements of the clients, planning for provision of a food package and limited counseling appropriate for the individual's physical and medical needs along with providing nutrition education to adequately meet their regular and remedial diets. Work is performed under direct supervision of the WIC Program Director and under general supervision of the Director of Community Health with leeway allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Assesses nutritional need of clients by comparing growth, development and medical status against standards of normal individuals;

- Assesses and provides for the nutrient needs of clients as affected by medical regimens, or physical limitations;
- Determines nutritional need and eligibility of individuals for participation in WIC program and enrolls participants in the WIC program;
- Prescribes, tailors, authorizes, issues and reissues any WIC food package per NYS WIC program guidelines and protocols, including the review and approval of infant formula requests requiring medical documentation for participants in consultation with their Health Care Provider (HCP);
- Develops dietary plan for providing nutritional care of clients;
- Provides and documents participant-based nutrition education counseling to clients and clients' families regarding foods available through WIC program, nutrients provided by these foods and additional foods required to assure satisfaction of complete nutrition needs, especially participants whose nutrition or health concerns require an advanced level of nutrition expertise (high risk); above counseling is responsive to identified needs/interests of participants;
- Implement optional and required individual care plans for participants, especially participants whose nutrition or health concerns require an advanced level of nutrition expertise (high risk);
- Track participants' progress and document outcomes, including goals set, in improving their health, especially participants whose nutrition or health concerns require an advanced level of nutrition expertise (high risk);
- Plans and evaluates methods and materials used in nutrition education aspects of the program appropriate to the educational level and cultural needs of clients; provides leadership in the planning, conducting, and evaluation of participants-centered nutrition education (individual/family or facilitated group discussions) responsive to the identified needs/interests of participants;
- Provides guidance in nutrition assessment and counseling to Nutrition Educators and Nutrition Support Staff;
- Provides leadership and assists in orienting, training, and mentoring of new Nutrition staff, including Nutrition Support staff and volunteers/interns;
- Plans, conducts, and provides leadership in developing, conducting and evaluating training programs in nutritional care and nutrition education topics for the staff of the WIC program, county health Department and other county agencies and interested community groups;
- Acts as the resource person for information on nutrition issues/topics for all staff;
- Advises clients' families and staff 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;
- Establishes working relationships with local health, social service and education agencies to further program objectives and provides nutritional education for medical and allied personnel; provides and documents appropriate follow-up referrals to other health and social services agencies for participants, especially participants with additional nutrition or health concerns;
- Participates in State, regional and local programs to keep abreast of new developments in the field of nutrition; completes and documents a minimum of 24 hours of approved-criteria continuing education every three years in topics relevant to WIC;
- Maintains a variety of records in accordance with Federal and State agency requirements;
- Performs routine blood tests in accordance with infection control practices.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices of nutrition and diet therapy;
- Thorough knowledge of the relationship of nutrient intake to health and to restorative and rehabilitative treatment;
- Thorough knowledge of how various disease states and medical regimens alter nutrient needs;
- Thorough knowledge of processes involved in menu planning, marketing and food preparation, and ability to advise on organizing and directing these processes effectively, efficiently and economically;
- Ability to establish and maintain effective working relationships with program clients and staff;
- Ability to understand and follow complex oral and written instructions;
- Ability to speak clearly and effectively to individuals and to groups;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created 04/90

W9.doc