

## **WIC Nutrition Educator II Tompkins County**

**Department:** Health Department  
**Classification:** Competitive  
**Labor Grade:** 10  
**Approved:** 09/2013 Reclass  
**Revised:** 8/22  
**By:** RP, Commissioner of Human Resources  
**BBP Risk Factor:** At Risk

### **MINIMUM QUALIFICATIONS:**

- (a) Bachelors degree in Nutrition; OR
- (b) Registered Nurse (RN) with Bachelor of Science in Nursing (BSN) with either a minimum of six credit hours in nutrition or one year of experience working as a Nutrition Educator in WIC; OR
- (c) Bachelor's degree in a health-related field with at least six credit hours in Nutrition; OR
- (d) Dietetic Technician Registered (DTR); OR
- (e) Any combination of training and experience equal to or greater than that specified in (a), (b), (c) or (d) above.

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 Nutrition Educator II assesses and provides participant-centered nutrition education (individual or family sessions and facilitated group discussions) for all participants of the Women, Infants and Children (WIC) Supplemental Food Program. Care provided to high-risk participants must be under the guidance and supervision of the expertise of a Qualified Nutritionist. The WIC Program Nutritionist and WIC Program Director qualify as Qualified Nutritionists. The work is performed under direct supervision of the WIC Program Director and under general supervision of the Director of Community Health Services. Standard procedures and guidelines are strictly adhered to. This position meets the standards of the NYS WIC Program CPA. This position may be required to work alternate hours such as early evening and/or weekend clinic hours. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Conduct a complete nutrition assessment, determine nutrition risk , program eligibility and enroll participants.
- Conduct a breastfeeding assessment, and provide participant-centered counseling which helps a mother initiate breastfeeding, establish a milk supply, exclusively breastfeed and continue breastfeeding. Address common breastfeeding concerns, issue breast pumps and yield to the breastfeeding coordinator when necessary.

- Prescribe, tailor, authorize, issue and reissue all food packages.
  - Review and approve formula requests requiring medical documentation in consultation with the Health Care Provider (HCP).
  - Identify the need for an individual care plan and refer to a QN, as appropriate.
  - Identify and refer participants to a QN, as appropriate
  - Carry out (ICPs) established by a QN.
- Carry out, update and/or close individual care plans established by the QN. .
  - Provide participant centered counseling for high-risk participants, and work in conjunction with the QN to ensure continuity of care and to decide when the ICP can be closed.
  - Provide and document participant-centered nutrition education/counseling (individual/family sessions and facilitated group discussions) for participants
  - Document nutrition services provided, including referrals and follow-up to referrals to other health and social services agencies for participants;
- Ensure referrals for lead testing and immunizations are provided as appropriate
  - Track participants' progress, and document outcomes.
  - 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.
  - Performs various routine clerical tasks such as scheduling appointments;
- Performs routine blood tests and physical measurements.
  - Assist in orienting, training and mentoring new WIC Clerks and WIC Program Nutritionists.
  - May conduct all duties of WIC Clerk.
- Other duties as assigned

**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 young families, infants, pregnant women and children; 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.
- The employee's physical condition shall be commensurate with the demands of the position.

Originally created 08/12/2013

W35.doc