

DIRECTOR OF COMMUNITY NUTRITION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director of Division, an incumbent in this position formulates policies and procedures for the provision of nutrition services throughout the county; initiates, plans and administers community programs to provide nutrition services; and coordinates nutrition program activities within the Department's total health program. Additionally the incumbent directs the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). and is responsible for advancing the objectives of the nutrition programs by establishing and maintaining relationships with government officials and voluntary agencies, and by representing the Commissioner of Health in matters pertaining to community nutrition programs. Supervision is exercised over a substantial number of professional and support/clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates nutrition program activities; coordinates nutrition services provided from field offices throughout the county;

Formulates policies and procedures for the provision of nutrition services, such as the establishment of standards for skilled therapeutic nutrition care for persons under medical supervision for treatment of chronic diseases or other medical disorders;

Directs the Special Program for Women, Infants and Children (WIC) as an adjunct to health care;

Establishes a countywide WIC referral system and outreach network with health care facilities, social service agencies, community organizations and groups;

Establishes policies and procedures to ensure compliance with federal and state regulations, directs investigations of potential WIC participant abuse, reviews findings, determines penalties according to federal/state requirements, and refers cases to State Investigative Unit as needed;

Directs program planning and evaluation activities, revises program plans, as indicated, to improve effectiveness in meeting objectives, plans budget requests for nutrition program activities;

Determines and reviews qualifications of nutrition personnel; determines need for and directs staff training programs;

Directs public health nutrition field training for dietetic interns from the Westchester Medical Center and nutrition personnel from local hospitals and community agencies to meet requirements for registration by the Dietetic Association;

Establishes and maintains effective working relationships with official and voluntary agencies;

EXAMPLES OF WORK: (Illustrative Only)

Coordinates nutrition program activities with those of other agencies to promote comprehensive community services;

Determines channels to disseminate nutrition information to the public and to target groups; directs preparation of education materials specific to local needs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles of nutrition and their application in public health; good knowledge of public health principles; good knowledge of principles of administration and supervision; good knowledge of the Special Supplemental Nutrition Program for Women, Infants and Children; ability to develop and organize a community nutrition program; ability to manage a diversity of program activities performed at multiple locations; ability to establish and maintain effective working relationships with government, community agencies and the public; ability to communicate effectively, both orally and in writing; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Nutrition, Dietetics, Nutrition Science, or Foods and Nutrition, and six years of nutrition experience in community health and clinical nutrition programs, two years of which must have been in the administration of the Special Supplemental Nutrition Program for Women, Infants & Children (WIC).

SPECIAL REQUIREMENTS: Registration by the American Dietetic Association; a license valid to operate a motor vehicle in New York State.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SUBSTITUTION: A Master's Degree* in Nutrition, Dietetics, Nutrition Science, Public Health or Public Administration, may be substituted for one year of the above stated experience. There is no substitute for the two years of specialized experience.