

## STAFF ASSISTANT (WIC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class assists in the implementation of the Department of Health's Special Food Program for Women, Infants and Children (WIC) at one or more assigned sites. This class determines eligibility and certifies applicants for the WIC Program, provides basic nutrition education to assist participants in deriving maximum benefits from the Program, participates in training programs, and coordinates details of the operation of the Program at assigned site(s). Does related work as required. The position requires independent judgment in the application of complex federal regulations to the daily operation of the Program.

### EXAMPLES OF WORK: (Illustrative Only)

Certifies applicants as eligible for the Program according to federal regulations and state and local agency guidelines. Interprets results of the health and nutritional risk assessments to applicants;

Determines food prescriptions based on simple dietary assessments and guidelines developed by the Nutritionist. Interprets the prescriptions to the participants as related to their nutritional risk needs. Discusses the value and use of supplemental foods to improve nutrition;

Assists the Nutritionist and Nurse Practitioner in needs assessment, development, implementation, and evaluation of the nutrition education plan for the assigned site(s);

Conducts group classes under the direction of the Nutritionist. Evaluates results of classes and discusses appropriate revisions with the Nutritionist in order to improve the effectiveness of the program's nutrition education; Confers with the Nutritionist on the needs of identified high risk participants. Under the supervision of the Nutritionist, implements care plans and/or provides follow-up counseling. Assists in the monitoring and evaluation of nutritional care;

Assists in preparing and conducting in-service education programs for local agency staff;

Conducts training classes for clerical and paraprofessional staff at the assigned site(s);

Interprets the WIC program and disseminates information to the public and to community groups and agencies. Assists in efforts to coordinate services with other agencies which provide services to WIC participants;

Coordinates details of the operation of the Program at assigned sites. Maintains record system and prepares required reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the principles of normal and therapeutic nutrition; ability to teach the principles of nutrition through both individual counseling and group programs; sensitivity to persons of differing cultural backgrounds and traditions; ability to write and speak effectively; ability to establish and maintain satisfactory working relationships; ability to accept and utilize supervision; initiative; resourcefulness; sound judgment; tact; integrity; neat appearance; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or general equivalency diploma and either: (a) a Bachelor's Degree\* with a major in Foods and Nutrition or an allied field and one year of experience in a health or educational field including public contact; or (b) five years of experience as stated in a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a license to operate a motor vehicle in the State of New York.

\*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.