

STAFF NUTRITIONIST (WIC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Program Administrator (WIC) or a higher-level administrator, an incumbent in this class is responsible for planning and conducting WIC services at an assigned site. Incumbents perform nutrition assessments to develop nutrition care plans, conduct educational programs and counseling services for nutritionally vulnerable target groups and high-risk individuals, and coordinate nutrition services with health and medical services. Responsibilities include conducting in-service training programs for professional and paraprofessional staff. This level is distinguished from the Nutritionist by the complexity of program assignments and the requirement to be a Registered Dietician at time of appointment. Supervision may be exercised over professional, paraprofessional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes, and implements program operations including certification of applicants, management of the food delivery system, and provision of nutrition services in accordance with agency and professional standards for quality service and program requirements;

Trains and supervises professional, paraprofessional and clerical personnel;

Coordinates nutrition services with health services;

Interprets program requirements to physicians, health and social service agencies, community organizations and groups, and works to promote and advance program objectives;

Makes field visits and organizes and implements local outreach activities for target groups with special nutritional needs;

Develops and implements nutrition care plans for nutritionally vulnerable target groups and individuals based on needs assessment;

Advises physicians, dentists and nurses on application of current research to nutritional care of persons with special dietary needs;

Identifies high-risk participants, develops and implements nutrition care plans;

Monitors, supervises, and evaluates nutrition services provided for WIC participants, revises care plans as indicated;

Plans and directs group nutrition education activities for target populations at nutritional risk;

Establishes referral procedures with health and community services and initiates appropriate referrals to help participants derive maximum benefits from the program;

Conducts periodic evaluation of local site operations, advises Program Administrator of progress and problems and recommends changes in policies and procedures based on local needs and program requirements and objectives;

Plans and conducts in-service training programs for professional and para-professional staff in the Department and community agencies;

EXAMPLES OF WORK: (continued)

Evaluates, selects and develops nutrition education materials and visual aids;

Participates in community surveys and research projects;

Maintains records system and prepares required reports;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles of normal and therapeutic nutrition and their application to community health programs; good knowledge of community health and nutrition resources; ability to direct staff in implementing program operations; ability to work cooperatively with others and to maintain effective inter-agency and community relationships; ability to interpret and apply complex Federal and State regulations; ability to assess nutritional needs and to formulate appropriate nutrition care plans; ability to teach the principles of nutrition to patients and to professional health workers; ability to communicate effectively both orally and in writing; ability to accept and utilize supervision; sensitivity to persons of differing cultural values and traditions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; tact; resourcefulness; sound professional judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Current registration as a Dietician by the Academy of Nutrition and Dietetics and maintain same while in the title, a Bachelor's Degree* in Nutrition, Dietetics, Nutrition Science, Foods and Nutrition or Institutional Food Management and two years experience as a public health nutritionist.

SUBSTITUTION: A Master's Degree* in Nutrition or Public Health Nutrition may be substituted for one year of the above stated experience.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: Competitive
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Job Class Code: C2678
Job Group: X