

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** NUTRITION ASSISTANT **GRADE:** 08

**TITLE ABBREVIATION:** NUTRITION ASST **TITLE NO.:** 6576

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:** TE **EEO CODE:** TE **FLSA CODE:** NE

**DEPARTMENT:** PUBLIC HEALTH **DIVISION:** WIC

**SUPERVISOR'S TITLE:** PRINCIPAL NUTRITION ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for assisting in the delivery of nutritional services to eligible participants in the Women, Infants, and Children (WIC) program which provides supplemental food and education for women, infants and children at nutritional risk. An incumbent will collect required documentation, determine financial eligibility for participants and obtain medical and nutritional risk data to be used by professional staff in identifying high risk participants. Incumbents receive training, supervision and monitoring from nutritionists and/or nurses in techniques and procedures for obtaining anthropometric measurements and for performing hematological tests. Work is performed in accordance with established regulations and department policy under the general supervision of the Principal Nutrition Assistant and involves interviewing participants and processing a variety of forms and records. Work involves travel to clinic sites on a regular basis. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Interviews prospective program participants to determine eligibility using established WIC program criteria;

Performs finger sticks, under the direction of a nutritionist and/or nurse, to determine hemoglobin levels for use by the professional in determining nutritional risk;

Weights and measures infants and children, plots weight gain for pregnant women and calculates anthropometric measurements, under the direction of a nutritionist or nurse, for use by the professional in determining nutritional risk;

Completes New York State WIC Program certification form using medical data, income information and the results of dietary screening;

Orients new participants to procedures of redeeming EWIC benefits, the proper selection of WIC-approved food in the amounts specified on each check type and provides a listing of area stores that accept EWIC benefits;

Maintains records and files for program participants in accordance with federal and state requirements;

Issues EWIC benefits as authorized by the Nutritionist at scheduled clinics;

Prepares clinic materials and transports to various clinic sites;

Receives calls, reschedules appointments, provides general information and answers to specific questions concerning participant status;

Refers WIC applicants/participants to other services that may be available to them;

Uses a variety of office equipment including, but not limited to, computers, printers, copiers, calculators, fax machines.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the programs and services available through the WIC Nutritional program; good knowledge of the special needs and problems of program clients in relation to services provided by the program; skill in the use of computers and related software; basic math skills; interviewing skills; ability to use the correct procedures for plotting and interpreting infant and child growth charts and pregnancy weight gain grids; ability to communicate both orally and in writing; ability to establish and maintain effective working relationships with participants and staff; empathy; initiative; tact; good judgement; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of 60 credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of office clerical experience in a human service agency; OR
- (C) Possession of a current New York State registration as a Licensed Practical Nurse and one (1) year of Licensed Practical Nursing experience.

**SPECIAL REQUIREMENT:** Possess and maintain a valid driver's license.

**REVISED:** 11/19/2019 dmc