

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR NUTRITION ASSISTANT **GRADE:** 9

TITLE ABBREVIATION: SR NUTRITION ASST **TITLE NO.:** 6590

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **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 overseeing clinic operation in the Women, Infants and Children (WIC) program which provides supplemental food and education for women, infants and children at nutritional risk. Work involves completion of required Federal and State reports and records and organization of files and materials needed for efficient clinic operation. Incumbents in this class also interview applicants and participants, collect data to determine program eligibility 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 under the general supervision of the Principal Nutrition Assistant in accordance with established regulations and department policy and involves travel to clinic sites on a regular basis. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Compiles monthly count of clinic participants by category;
2. Monitors the supply and usage of state generated and manual checks assigned to the clinic and compiles monthly reports on checks used and check inventories;
3. Reviews and processes all applications for the WIC program and schedules appointments for applicants to appear for interview;
4. Schedules recertification appointments for all participants as needed and supplies participant with all necessary recertification forms;
5. Oversees clinic operation to assure smooth flow;
6. Interviews prospective program participants to determine eligibility using established WIC program criteria;
7. 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;
8. Weighs 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;

9. Completes NYS WIC Program certification form using medical data, income information and the result of dietary screening;
10. Orients new participants to procedures of redeeming WIC food instruments (checks), the proper selection of WIC approved food in the amounts specified on each check type and provides a listing of area stores that accept WIC checks;
11. Presents monthly group nutrition education topic to low risk participants as prepared by the Nutritionist using printed materials, videos and/or flip charts;
12. Prepares clinic materials and transports to various clinic sites;
13. 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 administrative procedures and regulations of the WIC Nutritional program; good knowledge of the programs and services available through the WIC Nutritional program; good knowledge of the special needs and problems of program participants in relation to services provided by the program; skill in the use of computers and related software; basic math skills; interviewing skills; organizational skill; ability to use the correct procedures for plotting and interpreting infant and child growth charts and pregnancy weight gain grids; ability to plan and supervise the work of others; 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 degrees and one (1) year of office clerical experience in a human service agency; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as described in (A) above; OR
- (C) Possession of a current New York State registration as a Licensed Practical Nurse and two (2) years of Licensed Practical Nursing experience.

SPECIAL REQUIREMENT: Possession of a valid driver's license.

ADOPTED: 5/11/01 MF

REVISED: 9/2/03 MF

REVISED: 5/21/08 ag

EEO CODE UPDATE: 7/19/12