



**DATE:** January 17, 2023

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position.)

**FROM:** Dr. Carol Smith, Commissioner of Health  
239 Golden Hill Drive, Kingston, New York 12401

**JOB VACANCY:** Senior WIC Program Nutritionist / Provisional / Full-Time / Benefited

**LOCATION:** Kingston - GHOB

**SALARY:** \$30.16 / hour (Grade 14)

**FILL DATE:** February 7, 2023  
(When such a vacancy is announced, employees who wish to be considered shall be allowed to file appropriate notice within ten (10) working days **following** the announcement of the vacancy.)

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and professional nutrition work involving responsibility for supervising and administering the nutrition components of the WIC Program, a supplemental food and nutritional education program for women, infants and children from low income areas or families who are nutritional risks. The position involves supervising and assessing the nutritional needs of clients, planning for the provision of a food package and counseling appropriate for the individual's physical and medical needs, and providing nutrition education and counseling to adequately meet their regular and therapeutic needs. The work is performed under the general supervision of the WIC Program Coordinator with wide leeway allowed for the exercise of independent judgment in carrying out the technical details of the job. Supervision is exercised over staff involved with nutritional aspects of the WIC Program. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the principles and practices of nutrition and diet therapy; comprehensive knowledge of the relationship of nutrient intake to health and to restorative and rehabilitative treatment; thorough knowledge of how various disease states and medical regimens alter nutrient needs; thorough knowledge of processes involved in menu planning, marketing and food preparation, and ability to advise on organizing and directing these processes effectively, efficiently and economically; ability to supervise the work of others; ability to establish and maintain effective working relationships with clients and staff; ability to speak clearly and effectively to individuals and/ or groups; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Master's Degree in Dietetics, Nutrition or related field and one year of full-time paid, or its' part-time equivalent, experience providing nutritional or dietary services in a health care setting; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Dietetics, Nutrition or related field and three (3) years of full-time paid, or its' part-time equivalent, experience providing nutritional or dietary services in a health care setting; **OR**
- C. Current registration as a Registered Dietitian/Nutritionist through the Academy of Nutrition and Dietetics; **OR**
- D. Current certification as a Dietitian/Nutritionist (CDN) by the New York State Department of Education and a Bachelor's or higher level degree; **OR**
- E. An equivalent combination of training and experience as described in A, B, C and D above.

**IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.**

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form.

Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.