

SENIOR WIC PROGRAM NUTRITIONIST

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.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assesses, and/ or supervises the assessment of, nutritional needs of clients by comparing dietary intake against nutritional standards;

Assesses, and/ or supervises the assessment of, and provides for the nutritional needs of clients as affected by medical regimens, drug therapy or physical limitations;

Determines, and/ or supervises the determination of, nutritional needs and eligibility of individuals for participation in WIC Program;

Develops, and/ or supervises the development of, dietary plans for providing nutritional care to clients;

Provides nutrition counseling to clients and clients' families regarding foods available through WIC Program, nutrients provided by these foods and additional foods required to assure satisfaction of complete nutrition needs;

Plans and conducts in-service training programs in nutritional care for the staff of the WIC Program, county health department and other county agencies and interested community groups;

Conducts individual and group counseling on maternal and child health nutrition;

Advises clients' families and staff on available community resources in foods and nutrition such as home delivered meals, Title VII nutrition programs, food stamp programs and homemaker services;

Coordinates nutrition education, including breastfeeding promotion and support, that is responsive to the identified needs/interests of each high-risk participant and refers high-risk participants to other health-related and social services, as necessary;

Provides in-service nutrition education for medical and allied personnel;

Participates in State, regional and local programs to keep abreast of new development in the field of nutrition;

Maintains, and/ or supervises the maintenance of, records in accordance with Federal and State agency requirements;

Prepares, and/ or supervises the preparation of, reports including records of expenditures related to nutrition activities.

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.

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Master's Degree in Nutrition or closely related field; **OR**

B. Possession of a Bachelor's Degree in Nutrition or closely related field and one (1) year 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 and one (1) year of full-time paid, or its' part-time equivalent, experience providing nutritional or dietary services in a health care setting.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
6685 SR WIC NUT
Classification: Competitive
Grade: 14
Union: CSEA

Adopted: November 13, 1995
Revised: April 18, 2019
Revised: November 1, 2023