

## **WIC Program Nutritionist Tompkins County**

**Department:** Whole Health Department  
**Classification:** Competitive  
**Labor Grade:** White Collar Grade 12  
**Approved:** Board Action 04/1980  
**Revised:** 4/99; 11/90; 5/91; 9/08; 6/16; 5/2026  
**By:** AF, Commissioner of Personnel  
**BBP Risk Factor:** At Risk Position

### **MINIMUM QUALIFICATIONS:**

- (a) Registered Dietitian (RD/RDN); **OR**
- (b) Bachelors or Master's degree in Nutrition from an accredited college or university.

If an applicant has a foreign degree he/she must provide a Foreign Academic Credential Evaluation Report prior to appointment.

### **SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license at the time of application and maintenance of such license for the duration of employment.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

### **ANTICIPATED ELIGIBILITY:**

This opportunity is being announced with anticipated eligibility. Applicants who are currently and actively enrolled in a qualifying degree program may apply, however, will only be considered for appointment if they have graduated by the time the appointment is being offered. When the civil service examination comes up, those who remain actively enrolled in college will be admitted to the examination and those with a passing score will be marked as restricted if they have not obtained their degree by the time the list is established. Once these candidates complete the requirements to be fully eligible, they may be considered for

permanent appointment once they have demonstrated possession of a qualifying degree. It is the candidate's responsibility to let Human Resources know when they are eligible by providing a transcript indicating that their degree has been conferred.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional nutrition position responsible for conducting nutrition assessments, determining nutrition risk, and providing participant-centered nutrition education (individual or family sessions and facilitated group discussions) for all participants of the Women, Infants and Children (WIC) Supplemental Food Program. Work is performed under direct supervision of the WIC Program Director and under general supervision of the Director of Family and Child Health Division with leeway allowed for the exercise of independent judgment. This position may be required to work alternate hours such as early evening and/or weekend clinic hours. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Competes a thorough nutrition assessments, determines nutrition risk for program eligibility and enrolls participant into the program.;
- Interprets and evaluates nutritional status based on anthropometric measurements and hematological values;
- Develops and implements a plan of care based on this information, nutrition needs, available resources and coordinates this with health care provider as needed;
- Conduct a breastfeeding assessment and provide participant-centered counseling which helps a mother initiate breastfeeding, establish a milk supply, exclusively breastfeed and continue breastfeeding. Address common breastfeeding concerns, issue breast pumps and yield to the breastfeeding coordinator when necessary;
- Prescribes, tailors, authorizes, issues and reissues any WIC food package per NYS WIC program policies, including the review and approval of infant formula requests requiring medical documentation for participants in consultation with their Health Care Provider (HCP);
- Develop and implement individual care plan (ICPs) and oversee high-risk care to all participants.
- Provide and document participant-centered nutrition education/counseling (individual/family sessions and facilitated group discussions) for participants. especially participants whose nutrition or health concerns require an advanced level of nutrition expertise (high risk); above counseling is responsive to identified needs/interests of participants;
- bullet #6Track participants' progress and document outcomes, including goals set, in improving their health, especially participants whose nutrition or health concerns require an advanced level of nutrition expertise (high risk);
- Prepares nutrition education materials such as pamphlets, newsletters, recipes, posters, three-dimensional materials and slide presentations for use at WIC clinics, from nutritionists' research, etc.
- Provides guidance in nutrition assessment and counseling to Nutrition Educators and Nutrition Support Staff;
- Provides leadership and assists in orienting, training, and mentoring of new Nutrition staff, including Nutrition Support staff and volunteers/interns;
- Plans, conducts, and provides leadership in developing, conducting and evaluating training programs in nutritional care and nutrition education topics for the staff of the WIC program, county health Department and other county agencies and interested community groups;
- Acts as the resource person for information on nutrition issues/topics for all staff;
- 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 and extension services;
- Establishes working relationships with local health, social service and education agencies to further program objectives and provides nutritional education for medical and allied personnel; provides and documents appropriate follow-up referrals to other health and social services agencies for participants, especially participants with additional nutrition or health concerns;
- Participates in State, regional and local programs to keep abreast of new developments in the field of nutrition; completes and documents a minimum of 12 hours of approved continuing education yearly in topics relevant to job role;
- Maintains a variety of records in accordance with Federal and State agency requirements;

- Performs routine blood tests in accordance with infection control practices.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices of nutrition and diet therapy;
- Thorough 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 establish and maintain effective working relationships with program clients and staff;
- Ability to understand and follow complex oral and written instructions;
- Ability to speak clearly and effectively to individuals and to groups;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created 04/90

W9.doc