

WIC Nutrition Educator II Tompkins County

Department: Health Department
Classification: Competitive
Labor Grade: 10
Approved: 09/2013 Reclass
By: AF, Commissioner of Personnel
BBP Risk Factor: At Risk

MINIMUM QUALIFICATIONS:

- (a) Bachelors degree in Nutrition; OR
- (b) Registered Nurse (RN) with Bachelor of Science in Nursing (BSN) with either a minimum of six credit hours in nutrition or one year of experience working as a Nutrition Educator in WIC; OR
- (c) Bachelor's degree in a health-related field with at least six credit hours in Nutrition; OR
- (d) Dietetic Technician Registered (DTR); OR
- (e) Any combination of training and experience equal to or greater than that specified in (a), (b), (c) or (d) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

The Nutrition Educator II assesses and provides 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. Care provided to high-risk participants must be under the guidance and supervision of the expertise of a Certified Professional Authority (CPA) 3. The WIC Nutritionist and WIC Program Director qualify as CPA 3s. The work is performed under direct supervision of the WIC Program Director and under general supervision of the Director of Patient Services. This position meets the standards of the NYS WIC Program CPA 2. 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:

Conduct a complete nutrition assessment, determine program eligibility and enroll participants.
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.
Review and approve formula requests requiring medical documentation in consultation with the Health Care Provider (HCP).
Prescribe, tailor, authorize, issue and reissue all food packages. Provide and document participant-centered nutrition education (individual/family sessions and facilitated group discussions) for all participants. Care provided to high-risk participants must be under the oversight of a CPA 3.
Implement, update and/or close all participant care plans. Care provided to high-risk participants must be under the oversight of a CPA 3.
Track participants' progress, and document outcomes.
Identify and refer participants to another CPA when an issue or concern is beyond the staff person's scope of practice.
Assist other CPAs in developing, conducting and evaluating nutrition training for Local Agency (LA) staff in nutrition education topics.
Provide guidance in nutrition assessment data and counseling to the WIC Nutrition Educator (CPA 1) as needed.
Assist other CPAs in orienting, training and mentoring new WIC Clerks, Nutrition Educators I & II.
Provides and documents appropriate follow-up referrals to other health and social services agencies for participants;
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.

Organizes and maintains a catalogue of nutrition education materials available in the WIC office.

Assists in preparing files and records for WIC clinics.

Performs various routine clerical tasks such as issuing checks, and scheduling appointments;

Performs routine blood tests and physical measurements.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of nutrition and diet therapy;

Working knowledge of processes involved in menu planning, marketing and food preparation and ability to advise on organizing these processes effectively, efficiently and economically;

Ability to establish effective working relationships with young families, infants, pregnant women and children;

Ability to relay program and nutrition information;

Ability to understand and follow oral and written instructions;

Ability to communicate effectively both orally and in writing.

The employee's physical condition shall be commensurate with the demands of the position.

Originally created 08/12/2013

W35.doc