

WIC Nutrition Educator II Tompkins County

Department: Whole Health Department
Classification: Competitive
Labor Grade: 10
Approved: 09/2013 Reclass
Revised: 8/22; 5/2026
By: RP, Commissioner of Human Resources
BBP Risk Factor: At Risk

MINIMUM QUALIFICATIONS:

- (a) Registered Nurse (RN) with Bachelor's Degree in Nursing from an accredited college or university with a minimum of six credit hours in nutrition; OR
- (b) Bachelor's degree in a health-related field with at least six credit hours in Nutrition; OR
- (c) Nutrition and Dietetic Technician Registered (DTR,NDTR);

â”

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.

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.

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 for high-risk participants must be provided under the guidance and supervision of a Qualified Nutritionist with appropriate expertise. The work is performed under the direct supervision of the WIC Program Director and under the general supervision of the Director of Family and Child Health Division. Standard procedures and guidelines are strictly adhered to. This position meets the staffing definition of the NYS WIC Program Competent Professional Authority (CPA). 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.

â”

TYPICAL WORK ACTIVITIES:

- Conduct a complete nutrition assessment, determine nutrition risk, program eligibility and enroll participants in 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.
- Prescribe, tailor, authorize, issue and reissue all WIC food packages.
- Review and approve formula requests requiring medical documentation in consultation with the Health Care Provider (HCP).
- Identify the need for an individual care plan and refer to a QN, as appropriate.
- Carry out individual care plans (ICPs) established by the QN.
- Provide participant-centered counseling for high-risk participants, and work in conjunction with the QN to ensure continuity of care and to decide when the ICP can be closed.
- Provide and document participant-centered nutrition education/counseling (individual/family sessions and facilitated group discussions) for participants
- Document nutrition services provided, including referrals and follow-up to referrals to other health and social services agencies for participants;
- Ensure referrals for lead screening and immunizations are provided as appropriate
- Track participants' progress and document outcomes.
- 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.
- Performs routine tests, finger sticks and obtains anthropometric measurements.
- Assist in orienting, training and mentoring new WIC Clerks and WIC Program Nutritionists.
- Must complete 12 hours of continuing education credits annually in topics related to the job role.
- Other duties as assigned

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 either with or without reasonable accommodations

Originally created 08/12/2013

W35.doc

â´