

**TOMPKINS COUNTY CIVIL SERVICE  
VACANCY  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** WIC Nutrition Educator II

**SALARY:** \$28.42/hr - Hire Rate(2026); \$30.82/hr - Work Rate (2027)

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 05/29/26

**THE FINAL DATE TO FILE APPLICATIONS:** 06/30/26

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 07/01/26

**RESIDENCY WAIVED**

Tompkins County Whole Health is searching for a WIC Nutrition Educator II to support women, infants, and children through the WIC Supplemental Food Program. Both positions are full-time, 37.5 hours per week, with a starting rate of \$28.42 per hour and \$30.82 per hour after nine months of continuous employment.

This role is ideal for someone who is compassionate, a strong communicator, culturally responsive, respectful, and comfortable working closely with families on sensitive topics such as nutrition, infant feeding, and breastfeeding.

The Nutrition Educator II conducts nutrition and breastfeeding assessments, provides individual and group education, supports care planning and follow-up, authorizes food packages, documents participant services, and connects families with additional health and social service resources. The ideal candidate is able to build trust with diverse families, explain information clearly, and provide thoughtful, respectful support in a public health setting.

**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);

## 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.

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## 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.

## **FURTHER INFORMATION AND INSTRUCTIONS**

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing

site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850