

Sullivan County Department of Public Health Services is seeking a  
**NUTRITION ASSISTANT**

This work involves responsibility for assisting in the delivery of nutritional services to eligible participants in the Women, Infants, and Children (WIC) program which provides supplemental food and education for women, infants and children at nutritional risk. An incumbent will collect required documentation, determine financial eligibility for participants and obtain medical and nutritional risk data to be used by professional staff in identifying high risk participants. Incumbents receive training, supervision and monitoring from nutritionists and/or nurses in techniques and procedures for obtaining anthropometric measurements and for performing hematological tests. Work is performed in accordance with established regulations and department policy under the general supervision of the WIC Coordinator and involves interviewing participants and processing a variety of forms and records. Work involves travel to clinic sites on a regular basis. Does related work as required.

MINIMUM QUALIFICATIONS: Either

Completion of 60 credit hours at a regionally accredited or New York State registered college;  
or

Graduation from high school or possession of a high school equivalency diploma and two (2)  
years of office clerical experience.

***SPECIAL REQUIREMENT:*** *Must possess and maintain a valid driver's license.*

Salary: New Hire: Entry: \$31,213.00; Full: \$32,856.00

County Employee after 2 Years: Entry: \$34,682.00; Full: \$36,507.00

This position is a competitive position which is subject to civil service examination.

Submit your application and resume to:

**Sullivan County Personnel Department, PO Box 5012, 100 North Street, Monticello, NY 12701**

**Or apply online: [www.co.sullivan.ny.us](http://www.co.sullivan.ny.us)**

EEO/AA Employer M/F/D/V