

## NUTRITION ASSISTANT

137-A

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Interviews prospective program participants to determine eligibility using established WIC program

criteria, while maintaining separation of duties related to providing nutrition services;

Performs finger sticks, under the direction of a nutritionist and/or nurse, to determine hemoglobin

levels for use by the professional in determining nutritional risk;

Weighs and measures infants and children, plots weight gain for pregnant women and calculates

anthropometric measurements, under the direction of a nutritionist or nurse, for use by the professional in determining nutritional risk;

Completes New York State WIC Program certification form using medical data, income information

and the results of dietary screening;

Orients new participants to procedures of redeeming EWIC benefits, the proper

selection of WIC-approved food in the amounts specified for each food type and provides a listing of area stores that accept EWIC benefits;

Maintains records and files for program participants in accordance with federal and state requirements;

Issues EWIC benefits as authorized by the Nutritionist;

Prepares clinic materials and transports to various clinics sites;

Receives calls, reschedules appointments, provides general information and answers to specific questions concerning participant status;

Refers WIC applicants/participants to other services that may be available to them;

Uses a variety of office equipment including, but not limited to, computers, printers, copiers, calculators, fax machines.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of the programs and services available through the WIC Nutritional program; good knowledge of the special needs and problems of program clients in relation to services provided by the program; skill in the use of computers and related software; basic math skills; interviewing skills; ability to use the correct procedures for plotting and interpreting infant and child growth charts and pregnancy weight gain grids; ability to communicate both orally and in writing; ability to establish and maintain effective working relationships with participants and staff; empathy; initiative; tact; and good judgment.

MINIMUM QUALIFICATIONS: Either

- (A) Completion of 60 credit hours at a regionally accredited or New York State registered college; or
- (B) 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.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 07/12/02  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised in classplan on 7/14/05  
Revised and replaced in classplan on 06/30/2015  
Revised in Sullivan County Personnel Classplan 7/30/19  
Revised and Replaced in Classplan: 2/23/2023  
Revised and Replaced in Classplan: 4/28/2025 (Edu)