

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for planning, implementing and evaluating a nutrition education program for participants in a County public health program for pregnant, postpartum and breast-feeding women and parents or caretakers of infants and children (WIC Program). A substantial part of incumbent's duties shall include working with program participants in providing nutrition education services and breastfeeding education/support. Work is performed under general supervision, with wide leeway for using independent judgment in accomplishing program objectives.

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.*

May perform all duties of the senior nutrition assistants and CPA staff;

Develops and implements care plans including high risk care plans, based on an assessment of nutritional needs and oversee high risk care to all participants;

Provide oversight and guidance to CPA and Nutrition Assistant staff;

Coordinates nutrition education, including breastfeeding promotion and support that is responsive to the identified needs/interests of each participant;

Refers high risk participants to other health-related and social services, as necessary;

Tracks high-risk participants' progress in improving their health and document for outcomes;

Ensure the efficient flow of the assessment and education processes;

Provide leadership in planning, conducting, and evaluating Participant Centered Nutrition Education services;

Provide leadership and assist in orienting, training and mentoring new local agency staff;

Provide leadership in developing, conducting and evaluating nutrition training for local agency staff in nutrition education topics;

Conducts nutrition classes and/or support groups for participants to counsel individuals and families in nutritional principles, dietary plans, food selection, economics, adapting plans to the individual's life-style;

Maintains nutritional charts for WIC participants;

Maintains effective written and verbal communications and public relations;

Conducts outreach and referral activities to other community resources to help participants implement dietary recommendations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of nutrition principles and concepts; good knowledge of community agencies, facilities and services which may be utilized in accomplishing program objectives; ability to communicate clearly and effectively, both orally and in writing; good knowledge of techniques used to assess nutrition education needs; ability to plan a nutrition program to meet specifically identified needs; ability to evaluate the effectiveness of a nutrition program once implemented; ability to prepare and maintain written reports and/or records; ability to establish good working relationships with others; courtesy; and cleanliness.

MINIMUM QUALIFICATIONS: Either

- (A) Possession of a license or certification to practice as a Registered Dietitian Nutritionist (RD/RDN); or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree, Master's Degree or PhD in nutrition or Dietetics.

Special Requirement: All nutritionists must complete 24 hours of continuing education requirements every three years.

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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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in Classplan on 9/15/08
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Revised and Replaced in Classplan on 01/21/2015
Revised in Classplan on 7/7/17
Revised in SC Personnel Classplan 4/26/19
Revised and Replaced in Classplan: 2/23/2023
Revised and Replaced in Classplan: 4/28/2025 (Edu)