SENIOR NUTRITION ASSISTANT 137-B

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for overseeing clinic operation in the Women, Infants and Children program which provides supplemental foods and nutrition education for women, infants and children at nutritional risk. Work involves completion of required Federal and State reports and organization of files and materials needed for efficient clinic operation. Incumbents in this class also interview 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 hematological tests. 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.*

Reviews and processes referrals for the WIC program and schedules appointments for applicants;

Schedules appointments for participants as needed and supplies participant with necessary documentation;

Interviews prospective program participants to determine eligibility using established WIC program criteria, while maintaining separation of duties related to nutrition services;

Creates and distributes referral lists for partner agencies;

Maintains WIC appointment schedule and oversees clinic flow;

Performs monthly nursing inventory and ensures stock for all nursing supplies is available in each clinic location;

Performs equipment calibration on all devices used for weights and measure;

Maintains primary responsibility for maintaining follow-up documentation on participants who fail to attend appointments;

Performs finger sticks, under 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 NYS WIC Program Certification forms using medical data, income information and the dietary screening process;

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;

Orients new WIC employees to clinical & clerical processes;

Assists with monthly group education topics to low risk participants utilizing NYS WIC approved materials and films/videos;

Prepares clinic materials and transports to various clinic sites;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Superior knowledge of administrative procedures and regulations of the WIC nutritional program; superior knowledge of the programs and services available through the WIC Nutritional program; superior knowledge and experience working with the special needs and problems of WIC program participants, well developed skills in the use of computers and the WIC software programs; basic math skills; interviewing skills, organizational skills; ability to use 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; strong ability to take the initiative on program improvements; ability to plan and supervise the work of others; empathy; tact; and good judgment.

MINIMUM QUALIFICATIONS:

(A) Completion of 60 credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and at least one (1) year of experience as a WIC Nutrition Assistant or equivalent nutrition program in a human services agency; or

(B) Graduation from high school or possession of a high school equivalency diploma and at least three (3) years of experience as a WIC Nutrition Assistant or equivalent nutrition program in a human services agency; or

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Special Requirement: Must possess and maintain a valid driver's license.

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Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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