

Jurisdictional Class: Competitive
Adopted: August 8, 1980 as WIC Nutrition Aide
Revised: June 6, 2017

NUTRITION AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Health Department, assigned to a nutrition program or project, and involves responsibility to perform a variety of clerical and public information tasks. Employees in this class communicate general health and nutrition information to clients or residents who may be at nutritional risk and/or in poor health. Information is developed and disseminated through a variety of techniques and mediums including group presentations, clinics and community events throughout Clinton County. The work is performed under direct supervision with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not ordinarily a responsibility of employees in this class; however, the incumbent may be responsible for supervising lower level clerical staff in the absence of a higher-level supervisor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Completes and updates program records and educational information ;
Gathers information and data used to analyze health related needs and program impact;
Provides basic nutrition education to participants and community members, in accordance with departmental health literacy guidelines;
Assists with planning for education aspects of the program and preparing written and audiovisual materials to be used for educational activities;
Participates with in-service training to develop appropriate record-keeping skills and basic nutrition knowledge and teaching skills;
Arranges educational opportunities for participants and community members;
Assists program staff with evaluations by relating comments, problems, and concerns of participants;
Participates in training and department leadership activities;
Participates in training for Incident Command System, emergency response and drills, and responds to emergencies as part of the department's public health response requirements;
Operates within context of the Essential Public Health Services and core functions, and participates in best practice and evidence based programming;
Prepares a variety of records and reports related to the program;
Follows up on client requests for referrals and/or additional nutrition/health information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of nutritional programs and services available throughout the community;
Sensitivity to individual client needs with the ability to approach situations that take into account diversities and cultural differences;
Ability to relay program and health information on an individual and group level;
Ability to use technology for accurate, efficient, secure data management and communication;
Ability to understand and follow oral and written instructions;
Ability to communicate effectively orally and in writing;
Ability to work quickly and efficiently under pressure at clinic sites;
Ability to maintain records and prepare reports including ability to understand and complete financial billing processes and reports necessary for reimbursement.

Nutrition Aide

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) One (1) year of experience in a position supporting health related or human services related programs in a public or private agency; or
- (b) Completion of at least one (1) year of study in a regionally accredited or New York State registered college or university with a minimum of six (6) semester credit hours in the field of health education, nutrition, social work, human development, psychology, sociology or closely related field; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.