

Jurisdictional Class: Competitive; Non-Competitive when Part Time in County  
Adopted: February 28, 1980  
Revised: August 20, 2010

**WIC NUTRITIONIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Health Department and involves responsibility for implementing the nutrition components of the WIC program, a supplemental food and nutritional education program for woman, infants and children who are low income and at nutritional risk due to medical problems or inadequate dietary intake. The position involves assessment of nutritional needs of clients, planning for the provision of a food package, and counseling appropriate to the individual's physical, medical, and emotional needs, and providing nutrition education to adequately meet their regular and therapeutic needs. The work is performed under the general supervision of the Senior Nutritionist with leeway allowed for the exercise of independent judgment in carrying out the professional nutrition details of the job. Supervision is exercised over the work of WIC Nutrition Aides and other staff involved with nutritional aspects of the program. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Assesses nutritional need of clients by evaluating intake and comparing against recommended intakes and assigns a food package based on these needs;
- Provides for the nutritional needs of clients as affected by medical regimens, drug therapy, or physical limitation;
- Determines nutritional need and eligibility of individuals for participation in WIC program;
- Develops dietary plan for providing nutritional care to clients by conducting a nutritional assessment through diet histories, anthropometric values, laboratory values, and socio-economic data;
- Provides nutrition counseling to clients and clients families regarding foods available through WIC Program, nutrients provided by these foods, and additional foods required to assure satisfaction of complete nutrient needs;
- Maintains a working relationship with community agencies, public health nursing, and area medical offices;
- Assists in planning and conducting in-service training programs in nutritional care for the staff of the WIC Program, county health department staff, other county agencies, and interested community groups;
- Conducts individual and group counseling on maternal and child health nutrition specific to the participants needs;
- Advises clients, clients' families, and staff on available community resources in foods, nutrition, and other needs;
- Provides in-service education on WIC and MCH nutrition for medical and allied health personnel;
- Participates in state, regional, and local programs to keep abreast of new developments in the field of nutrition;
- Maintains records in accordance with federal and state agency requirements;
- Prepares records and reports including expenditures relating to nutrition activities;
- Plans and evaluates methods and materials used in nutrition education aspects of the program appropriate to the educational level and cultural needs of clients.

## WIC Nutritionist

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices of nutrition and diet therapy;
- Thorough knowledge of the relationship of nutrient intake to health and to restorative and rehabilitative treatment;
- Thorough knowledge of how various disease states and medical regimens alter nutrient needs;
- Thorough knowledge of processes involved in menu planning, marketing, and food preparation and ability to advise on organizing and directing these processes effectively, efficiently, and economically;
- Ability to establish and maintain effective working relationships with clients and staff;
- Ability to understand and follow complex oral and written instructions;
- Ability to speak clearly and effectively to individuals and to groups.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nutritional Sciences, Community Nutrition, Clinical or Human Nutrition, Dietetics, Foods and Nutrition, or Public Health Nutrition; or
- (b) Completion of a Dietetic Internship in an institution approved by the American Dietetic Association and either be currently registered or eligible for registration by the American Dietetic Association.

**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.

**NOTE:** Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.