

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 05/09/11

### **W.I.C. NUTRITIONIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Department of Public Health and is a professional nutrition position involving responsibility for planning, administering and evaluating nutritional components of a local agency WIC program, a supplemental food and nutrition education program for women, infants and children from low income families who are at nutritional risk. The position involves assessment of nutritional requirements of clients, planning for provision of a food package and counseling appropriate for the individual's physical and medical needs along with providing nutrition education to adequately meet their regular and therapeutic diets. The work is performed under general supervision of the WIC Program Coordinator with leeway allowed for exercise of independent judgment in carrying out technical details of nutritional aspects of the job. The incumbent in this position may be required to work evening or weekend hours. Supervision may be exercised over the work of subordinate staff involved with nutritional aspects of the program. The incumbent performs related work as required.

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

Assesses nutritional need of clients by comparing food intake against standards for nutrition of normal individuals, perform anthropometry measurements and hematology to determine iron levels;

Develops a dietary care plan based on nutritional risk including high risk care plans;

Counsels clients and their families regarding foods available through the WIC program and nutrients provided by these foods and additional foods required to assure satisfaction of complete nutritional needs;

Provides for the review of nutrient needs of clients as affected by medical regimens, drug therapy or physical limitations and determines eligibility for participation in the WIC program;

Plans and conducts in-service training programs in nutritional care for the staff of the WIC program, County Health Department and other local agencies and interested community groups;

Conducts individual and group counseling for clients on maternal and child health nutrition and advises on dietary modification;

Plans and evaluates methods and materials used in nutrition education aspects of the program appropriate to the educational level and cultural needs of clients;

Participates in State, regional and local conferences and meetings to keep abreast of new developments in the field of nutrition and WIC programs;

Advises clients' families and staff on available community resources to maintain healthy lifestyles and Department of Social Services programs;

Establishes working relationships with local health, social service and education agencies to further program objectives;

Prepares and maintains a variety of records and reports related to the work;

May be required to drive County owned vehicle to perform field work.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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 program 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:**

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in foods and nutrition, community nutrition or dietetics; **OR**
- (B) Written approval of qualifications from the New York State Department of Health.

**PROMOTION:** Twenty-four (24) months permanent competitive status as a WIC Nutrition Technician **AND** a Bachelor's Degree in foods and nutrition, community nutrition or dietetics.

**SPECIAL REQUIREMENT:** Possession of current, valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

Adopted: 03/02/82  
Revised: 11/29/90, 09/15/95, 09/16/96, 06/21/00, 02/26/10, 05/09/11