

Jurisdictional Class: Competitive
Adopted: August 8, 1980
Revised: April 26, 2011

WIC NUTRITION AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Health Department, assigned to the nutrition program, and involves responsibility to perform a variety of clerical and public information tasks in support of the women's, infant's, and children's supplemental food program. Employees in this class communicate general health and nutrition information including diet planning, food selection, storage and handling, and dietary needs to clients who may be at nutritional risk due to dietary intake and/or poor health. Information is disseminated through a variety of techniques and medium including group presentations and individual meetings at various clinics throughout the county. The work is performed under the direct supervision of a WIC Nutritionist or WIC Nutrition Educator 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 clerical staff at clinics in the disbursement of checks in the absence of a higher-level supervisor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Completes and updates program participant records needed for certification, check issue, and nutrition education;
- Gathers information and data that can be used to analyze health related needs;
- Provides basic nutrition education to participants, individually or in groups, in accordance with the local WIC Nutrition Education Plan and health literacy guidelines;
- Assists Nutritionist or Nutrition Educator with planning for education aspects of the program and preparing written and audiovisual materials to be used for nutrition education activities;
- Participates in in-service training to develop appropriate record-keeping skills and basic nutrition knowledge and teaching skills;
- Completes and forwards program participant referrals to WIC Nutritionist or Nutrition Educator and other community partners;
- Arranges nutrition education appointments for program participants;
- Assists Program Coordinator and Nutrition Educator with program evaluation by relating comments, problems, and concerns of participants;
- Participates in training in 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 the programs and services available through the WIC Nutritional Program;
Working knowledge of the criteria necessitating referral to a nutrition or health professional;
Working knowledge of community partner services;
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.

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

- (a) One (1) year of experience in a non-professional 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.