

Jurisdictional Class: Competitive  
Adopted: April 15, 2010  
Revised: October 12, 2018

**PUBLIC HEALTH NUTRITION EDUCATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for implementing a comprehensive nutrition education program for local health department programs and grant projects, which include programs for women, infants, and children (WIC). The incumbent provides nutritional information and education to individuals on proper nutrition habits and prevention of nutrition related problems. The work is performed under direct supervision with leeway provided for the use of professional judgment in the provision of a comprehensive nutrition education program. Supervision may be exercised over lower-level staff involved with the nutrition aspects of the program. The incumbent does related work as required.

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

- Helps plan and deliver a comprehensive nutrition education program for local health department programs and grant projects, as well as the women, infants, and children program (WIC);
- Functions as CPA (Competent Professional Authority) as required by federal and state mandate to determine health risk and to conduct WIC certification appointments;
- May provide nutrition care in the general public and provide guidance for disease prevention;
- Helps to assess and determine community nutrition priorities and works with senior nutrition staff in creating chronic disease and nutrition intervention plans for a wide variety of the population;
- May participate in community partnerships and alliances to address high priority community health needs;
- Provides nutrition education to the public in a variety of settings, both individually and in group circumstances, which could include education in grocery stores, farmer's markets, schools, WIC clinics, and other public settings;
- Provides WIC specific dietary, health, and food package information within the WIC maternal and child population;
- Develops professional and educational materials to use in educational efforts within programs and the community;
- Maintains broad knowledge in community nutrition and available health resources in order provide client referrals based on individual assessed needs;
- In accordance with all state and federal requirements, prepares and maintains all state, local, and program specific records and reports relating to client care, data gathering, and reporting for program integrity;
- May perform and interpret nutrition screening tests which may include hematological screening tests and anthropometric measurements of clients, as per protocol;
- Provides individual nutrition counseling for WIC recipients including assessment, screening, proper care, nutrition plan, education, case review and recordkeeping;
- Assists in development and evaluation of educational materials and resources;
- Attends trainings and meetings to keep current in nutrition science and health topic strategies, and attends local and state meetings as required;
- Participates in departmental leadership activities and may work in teams addressing work improvement projects;
- Participates in training for Incident Command System, emergency preparedness response and drills, and responds to emergencies as part of the department's public health response requirements.

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

Good knowledge of nutrition science and the nutrition needs for individuals and community groups;  
Knowledge of resource development and assessment needs for nutrition care and health;  
Knowledge of the relation of nutrition to health and chronic disease;  
Knowledge of processes relating to menu planning, marketing, and food preparation for a variety of population;  
Ability to help organize and assist in the development of a nutrition education program;  
Ability to educate individuals and families concerning nutrition;  
Sensitivity to individual client needs with the ability to approach situations that take into account diversities and cultural differences;  
Ability to help plan and organize community interventions and disease prevention programs;  
Ability to communicate effectively orally and in writing;  
Ability to organize long term work projects;  
Ability to role model health behaviors;  
Ability to understand and complete financial and billing processes necessary to assist with reimbursement;  
Initiative and resourcefulness;  
Flexibility and sound judgment.

**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, Public Health Nutrition, or closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, and completion of a Didactic Program in Dietetics.

**NOTE:** To verify completion of a Didactic Program in Dietetics you must obtain a verification statement signed by a current program director of ACEND-accredited nutrition and dietetics education program, or provide proof of registration as a Registered Dietitian through Academy of Nutrition & Dietetics.

**SPECIAL REQUIREMENTS:** 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.