

## NUTRITION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of support service functions associated with the administration of nutritional education and counseling services programs. The purpose of the class is to relieve the professional staff of the more routine duties. Incumbents perform routine health and financial screenings, maintain records, schedule appointments, provide information to clients relative to all aspects of available programs and benefits, and assist with education and outreach. Work is performed in accordance with established guidelines, under direct supervision of higher level Health Department staff. Supervision of others is not a function of the position. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews clients and prospective program participants to gather health and financial data and other information required for program eligibility determination, and screens for program requirements such as residency, medical referrals, etc.;

Assists clients and prospective program participants with required program forms, applications, etc.;

Advises clients and prospective program participants of available services and the requirements for such services;

Provides information about related community resources in foods and nutrition such as home-delivered meals, Title VII Nutrition Programs, food stamp programs, homemaker services, etc.;

Performs hemoglobin finger sticks and lead blood testing;

Evaluates and processes blood test results data, including sending to labs with appropriate paperwork when necessary;

Assists with obtaining accurate client heights, weights, and measurements, and processes resulting anthropometric data;

Maintains and updates records and databases with client information, nutritional risk criteria, certification information, etc.;

Makes appointments, schedules, and makes reminder calls;

Receives telephone calls and visitors, answers questions and provides information according to program policies, procedures, and regulations;

Conducts program orientation sessions and group and/or individual basic educational programs in nutritional care, as assigned;

Assists in providing direct educational counseling to low-risk program participants, as assigned;

Assists in outreach efforts to educate the community in nutritional benefits as well as program expansion;

Attends educational conferences, in-service and training sessions;

Operates a personal computer to produce correspondence, reports, and other work documents, and maintain records;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not*

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*appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the programs and services of the WIC Nutritional Program, and related community and county resources; familiarity with principles and practices of nutrition and dietetics such as basic and therapeutic nutrition, menu planning, marketing, preparation of food, etc.; skill in performing phlebotomy and anthropometry functions; ability to communicate effectively both orally and in writing, to groups and individuals; ability to maintain accurate records; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; good listening skills, social perceptiveness; tact; confidentiality; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Associate's degree or completion of sixty (60) college credits in medical laboratory technology, health sciences, or a closely related field, and one year (1) year of work experience which must have involved the use of computer applications to enter data, maintain records or prepare reports;
- b) Graduation from high school or possession of a comparable diploma and one (1) year experience as a Licensed Practical Nurse;
- c) Graduation from high school or possession of a comparable diploma, completion of an acceptable phlebotomy training course, and three (3) years experience of work experience which must have involved the use of computer applications to enter data, maintain records or prepare reports;
- d) An equivalent combination of training and experience as indicated in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

SPECIAL REQUIREMENTS:

1. Must attend required training and in-service sessions relative to lead, universal precautions, confidentiality, hemoglobin testing, etc., as assigned.
2. Possession of a license issued by the State of New York to practice as a licensed practical nurse may be required, as determined by the Commissioner of Health.