



TITLE: NUTRITION ASSISTANT I/II

FLSA: Non-Exempt

BOARD APPROVED:

BARGAINING UNIT: Misc.

DEFINITION

Under general supervision provides nutrition education and, based on assignment, may assist in determining Women, Infants and Children (WIC) client eligibility. Performs general office duties, collects and records medical information. Performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a multi-level professional classification series in which incumbents may be assigned to either of the two (2) levels, depending upon experience, proficiency gained, and the complexity of assigned planning functions. When work knowledge has been developed, sound work habits demonstrated, and requirements have been met, an incumbent may be promoted to the Nutrition Assistant II level. Positions in this classification series are flexibly staffed.

Nutrition Assistant I – This is the entry level classification in the series. Based on assignment, certification as a WIC Nutrition Assistant and/or Lactation Educator may be required. Incumbents may advance to the higher-level class of Nutrition Assistant II after gaining the requisite experience, knowledge, skills, and abilities.

Nutrition Assistant II – This is the journey-level classification in the series. Based on assignment, certification as a WIC Nutrition Assistant and/or Lactation Educator may be required. Incumbents are expected to be able to perform a full range of nutrition assessment and counseling duties.

EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)

- Determines nutrition program eligibility from income, medical information, residence and dietary evaluation
- Determines when new medical information is needed; records and notifies nutrition program participants
- Performs nutritional assessment and education for new and continuing nutrition program participants
- Conducts group and individual education to nutrition program participants.

- Collects, records and enters medical information into an automated system as prescribed by the State WIC Branch to determine nutritional status and develop nutritional care plan for low risk participants, when assigned to the WIC program.
- Completes automated WIC enrollments, certifications, folders and other forms as appropriate for eligible participants, when assigned to the WIC program.
- Assists in the development or revision of materials for nutrition program participants
- May use the WIC Wise system to issue benefit cards to WIC eligible participants, when assigned to the WIC program.
- Assists in the provision of breastfeeding support activities as directed by the Registered Dietitian including the demonstration, maintenance, and cleaning of breast pumps
- Weighs and measures nutrition program participants.
- Assists in screening new nutrition program applicants; schedules eligibility appointments; sends missed appointment notices; telephones nutrition program participants; answers telephones and other general office duties as necessary
- Performs various office duties as necessary, including, maintaining files, procuring supplies, attending and conducting meetings
- Monitors low risk participants compliance with established nutritional care plan
- Distributes information and educational materials to physicians, clinics, grocery stores, schools and the general public regarding nutrition issues and WIC eligibility
- Attends training sessions, meetings and conferences, etc., to enhance job knowledge and skills
- Complies with all relevant laws and regulations regarding confidentiality
- Performs related work as required

QUALIFICATIONS

Knowledge of:

- Concise business letter and report writing
- Basic principles of good nutrition and nutritional needs for various stages of the life cycle
- Basic nutritional terminology
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Modern office practices, methods and computer equipment
- Record keeping principles and procedures
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work
- Issues of diverse cultures and how they influence agency practices.

Ability to:

- Ability to use a variety of computer programs and management information systems
- Communicate nutrition information effectively to groups and individuals in both oral and written formats
- Type with accuracy and adequate speed on a computer as necessary for the position
- Work independently and as a team member
- Use English effectively to communicate in person, over the telephone and in writing
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner organize own work, set priorities and meet critical time deadlines

- Operate modern office equipment including computer equipment and specialized software applications programs
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work
- Make accurate arithmetic, financial and statistical computations
- React calmly and professionally in emergency, emotional and/or stressful situations
- Maintain high personal standards of ethics and integrity
- Read and interpret various materials pertaining to the responsibilities of the job
- Maintain significant flexibility in daily operations and decision making
- Interact effectively with persons of different social, economic, and ethnic backgrounds.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of high school (12th grade).

Nutrition Assistant I - No experience required. Completion of at least 12 semester units of college level course work in nutrition, health science/education, child development or a closely related field. Previous work experience in a community nutrition program may be substituted for all or part of the education requirements.

Nutrition Assistant II – In addition to the above, successful completion of three (3) years of experience in a program doing nutrition education, assessments, counseling, and coordination duties. If assigned to WIC program, three (3) years of WIC program experience and WIC certification.

License and Special Requirements:

- Requires a valid California driver's license.

Nutrition Assistant I – Within one (1) year of hire date, requires attainment of certification as a Certified Lactation Educator (CLE) and, if assigned to the WIC program, additional certification as a WIC Nutrition Assistant (WNA) through the WIC Branch.

Nutrition Assistant II - Requires possession of certification as a Certified Lactation Educator (CLE) and, if assigned to the WIC program, possession of certification as a WIC Nutrition Assistant (WNA) through the WIC Branch.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Tasks may occasionally require standing or walking for extended periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed

to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may be exposed to dust, scents, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(9/17/19)