



TITLE: NUTRITION ASSISTANT III

FLSA: Non-Exempt

BOARD APPROVED: ~~OCTOBER 21, 2008~~

BARGAINING UNIT: Misc.

DEFINITION

Under ~~the direction of the Supervising Registered Dietitian or designee~~ general supervision provides nutrition education and based on assignment, may, assists in determining Women, Infants and Children (WIC) client eligibility. Performs general office duties, collects and records medical information. Counsels and assists in outreach for nutritionally high-risk participants.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

~~This is the advanced journey-level class in the Nutrition Assistant series. Incumbents perform nutritional assessment, education, and counseling for clients identified to be at greater nutritional risk according to the nutritional care plan developed by a Registered Dietitian. This class series is distinguished from the Registered Dietitian series in that the latter requires that the incumbent be a Registered Dietitian.~~

This is the advanced working level and lead worker classification in the nutrition series. Incumbents perform a variety of nutrition assessments, develop educational materials relating to nutrition and breastfeeding, and present activities in support of WIC or non-WIC programs, as well as provide lead direction and work coordination for other staff. This class is distinguished from the Nutrition Assistant I-II positions in that incumbents exercise lead responsibilities as well as perform the more complex work assignments such as counseling high risk participants. In addition, an incumbent shall be a certified lactation educator and/or certified lactation consultant and perform the full range of duties independently in providing breastfeeding education and counseling. Based on assignment, this position may also require certification as a WIC Nutrition Assistant (WNA).

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Determines WIC-nutrition program participant eligibility from income, medical information, residence, and dietary evaluation.
- Determines when new medical information is needed; records and notifies nutrition program ~~WIC~~ participants.

- Performs nutritional assessment and education for new and continuing participants.
- Conducts group and individual education to nutrition program WIC participants, ~~with materials developed and approved by a Registered Dietitian.~~
- ~~➤ May assist in development of client education materials to be approved by a Registered Dietitian.~~
- Develop educational materials relating to nutrition and breastfeeding and have reviewed by a Registered Dietitian.
- 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 both low and high risk participants, when assigned to the WIC program.
- Completes automated nutrition program WIC enrollments, certifications, folders and other forms as appropriate for eligible participants, when assigned to the WIC program.
- Assists in the provision of breastfeeding support activities as directed by the Registered Dietitian ~~and/or Lactation Educator~~ including the demonstration, maintenance, and cleaning of breast pumps.
- ~~➤ Issues food instruments to WIC-eligible participants.~~ May use the WIC Wise Program to issue benefit cards to WIC eligible participants, when assigned to the WIC program.
- Weighs and measures nutrition program participants. ~~women, infants and children.~~
- Assists in screening new nutrition program WIC applicants; schedules eligibility appointments; sends missed appointment notices; telephones nutrition program WIC participants; answers telephones and other general office duties as necessary.
- Revises or develops nutrition education materials necessary for optimal client education.
- Assists in outreach to nutritionally high-risk clients and WIC eligible individuals in the community.
- Performs various office duties as necessary, including maintaining files, procuring supplies, attending and conducting meetings
- Provides educational materials and public presentations to private/public physicians, clinics, schools or other groups regarding nutrition issues and nutrition program WIC eligibility.
- Provides specific nutrition counseling to high-risk clients as established in a high-risk nutritional care plan developed by a Registered Dietitian, and documents counseling in the method approved by the State WIC Branch, when assigned to the WIC program.
- Monitors low or high-risk participants compliance with established nutritional care plan.
- Attends training sessions, meetings and conferences, to enhance job knowledge and skills.
- Compliance with all relevant laws and regulations regarding confidentiality.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Concise business letter and report writing;
- 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.

Ability to:

- Use the WIC ISIS computer system to independently determine eligibility of WIC participants, when assigned to the WIC program;
- Assist in developing and implementing effective health education programs;
- Read and interpret moderately complex materials pertaining to the responsibilities of the job;
- Speak effectively in public;
- Maintain accurate records;
- Type with accuracy and adequate speed on a typewriter and/or 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;
- 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.

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), plus two years of formal education beyond high school.~~
- ~~Two (2) years of paid experience providing WIC educational/eligibility services and attainment of the WIC Nutrition Assistant certification may be substituted for two (2) years of formal education beyond high school.~~
- Bachelor's degree in nutrition, referred to as a Degreed Nutritionist (DN)
- Two (2) years of experience providing nutrition educational/eligibility services. If assigned to the WIC program, two (2) years of experience providing WIC educational/eligibility services and attainment of the WIC Nutrition Assistant Certification.
- Other combinations of education and experience may be considered.

License and Special Requirements:

- Requires a valid California driver's license.
- For WIC program, Requires certification as a WIC Nutrition Assistant (WNA) through the WIC Branch.
- For both WIC and non-WIC programs, requires certification as a Lactation Educator (CLE). Certification as an International Board Certified Lactation Consultant (IBCLC) is desirable.
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- ~~Certification as a Lactation Educator is desirable.~~

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**

(10/21/08)

