

NUTRITION PROGRAM DIRECTOR (Women/Infants and Children)

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and supervisory work which includes designing, implementing and directing a program with the objective of delivering supplemental food packages and education in proper nutrition to women, infants and children (WIC) of inadequate income who are at special risk by reason of inadequate nutrition or health care. The incumbent determines the priority of need of program applicants and designs supplemental food packages for participants. The work is carried out in accordance with department policies and state and federal guidelines and regulations. Work is performed under the general direction of a Health Commissioner or Public Health Director with leeway allowed for exercise of independent judgment in determining the means by which program objectives are carried out. A Nutrition Program Director does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and directs activities of staff involved with the operation of the special supplemental Food Program for Women, Infants, and Children in order to insure standards of program administration and nutrition education are sufficiently carried out;
- Plans and directs outreach efforts in order to insure potential clients are aware of the program;
- Determines nutritional needs eligibility of persons applying for the WIC Program;
- Conducts individual and group counseling on maternal and child nutrition specific to the participant's nutritional needs, and prepares individual nutrition care plan for high risk participants;
- Counsels clients and their families regarding foods available through the WIC Program, nutrients provided by these foods and additional foods required to assume satisfaction of complete nutritional needs;
- Plans and evaluates methods and materials used in nutrition education aspects of the program appropriate to the educational level and cultural needs of clients;
- Participates in State, regional, and local conferences and meetings to keep abreast of new developments in the field of nutrition and WIC Programs;
- May plan and conduct inservice training programs in nutritional care for WIC Program staff, County Health Department, cooperating health providers, and other agencies and interested community groups;
- Reviews, prepares and maintains a variety of records and reports related to the work;
- Oversees the monitoring of vendors which contract to provide supplemental food items to ensure program requirements are met.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of human nutrition; good knowledge of the symptoms and physical signs of nutritional deficiencies; good knowledge of the design and implementation of community nutritional programs; working knowledge of the techniques and procedures for obtaining anthropometric measurements and performing hematological testing with laws, regulations and policies governing the administration of WIC Programs; ability to

plan and coordinate the work of others; ability to identify priorities; ability to express oneself effectively both orally and in writing; good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

A) Possession of a Bachelor's or Master's Degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition, or Home Economics with specialization in nutrition;

OR

B) Possession of a current license to practice as a registered professional nurse issued by the State of New York;

OR

C) Possession of current certification and registration issued by the National Committee on Certification of Physician Assistants or the State of New York Education Department to practice as a Physician's Assistant.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

NOTE: The minimum qualifications for this position are based on Federal Regulations 7 CFR § 246.2.

CATTARAUGUS COUNTY CIVIL SERVICE

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