



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **WIC Nutrition Assistant**  
Jurisdictional Class: Competitive  
Civil Division: County  
Adoption: CSM 8/29/83  
Revised: CSM 11/12/08, 9/12/12

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the County Health Department and involves responsibility for assisting a Nutritionist in the certification of clients for a nutritional assistance program including aiding in the assessment of their nutritional requirements and for providing nutritional counseling to them and their families. The work also involves the writing of nutritional information materials and the preparation and presentation of materials for use in clinics. This position differs from that of WIC Program Nutritionist in that it is not a professional position and does not involve planning and directing a nutrition program. The work is performed under the direct supervision of the Nutritionist. The incumbent does related work as required.

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

Provides nutrition counseling to clients and their families on individual or group basis regarding foods available through the WIC Program, nutrients provided by these foods, and additional foods required to assure satisfaction of complete nutrition needs;

Assists the Nutritionist and/or Coordinator with planning for education aspects of the program and preparing written and audiovisual materials to be used for nutrition education activities;

Advises clients' families on available community resources in foods and nutrition such as home-delivered meals, Title VII nutrition programs, food stamp programs, and homemaker services and extension services;

Participates in in-service education programs, regular conferences, and other scheduled meetings;

Aids in the assessment of the nutritional needs of clients;

Organizes and maintains a catalog of nutrition education materials available in WIC office;

Maintains a file of catalogs from which to order nutritional education materials;

Aids in the determination of nutritional need and eligibility of individuals for participation in the WIC Program;

Completes and updates program participant records needed for certification, check issue, and nutrition education;

Assists Program Coordinator and Nutritionist with program evaluation by relating comments, problems, and complaints of participants;

Completes and forwards program participant referrals to WIC Nutritionist and other cooperating agencies;

Prepares and variety of records and reports related to the program;

May participate in disaster activities as trained and assigned;

Does other related work as assigned by supervisor.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the nutritional value and composition of foods;  
Working knowledge of the principles and practices of nutrition and diet therapy;  
Working knowledge of processes involved in menu planning, marketing, and food preparation, and ability to advise on organizing and directing these processes effectively, efficiently, and economically;  
Working knowledge of the symptoms and physical signs of nutritional deficiencies;  
Ability to establish effective working relationships with program clients;  
Ability to counsel program clients and relay program and nutrition information on an individual and group basis;  
Ability to understand and follow oral and written instructions;  
Ability to maintain records and prepare reports;  
Ability to communicate effectively both orally and in writing;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in dietary or nutrition technology, nutrition, dietetics, dietary counseling or related field.

**NOTE:** All applicants must be approved by NYS Department of Health prior to appointment.