



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

JOB SPECIFICATION

Civil Service Title: **COMPETENT PROFESSIONAL AUTHORITY**
Jurisdictional Class: Competitive
Civil Division: Cayuga County Public Health
Adoption: CSM 3/15/22
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Cayuga County Health Department and is responsible for assessing the nutritional requirements of participants in the special supplemental nutrition program for Women, Infants and Children (WIC), determining program eligibility, enrolling participants in the WIC program, and providing nutritional counseling to WIC participants and their families. The incumbent has responsibility for authorizing and issuing food packages to be used by WIC program participants based on assessment of their nutritional needs to adequately meet participant's regular and therapeutic needs. The work is performed under the direct supervision of the WIC Program Coordinator, with leeway allowed for the exercise of independent judgment. Under the direction and supervision of the WIC coordinator, the position is responsible for the direction and management of breastfeeding promotion and support activities. Supervision may be exercised over breastfeeding peer counselor staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts a complete nutrition assessment, determine nutrition risk and enroll participants on the WIC program;

Conducts a breastfeeding assessment, and provide participant-centered counseling that helps a mother initiate breastfeeding, establish a milk supply, exclusively breastfeed and continue breastfeeding;

Prescribes, tailors, authorizes, issues, and reissues all food packages;

Prepares and maintains various files and reports in accordance with Federal and State agency requirements;

Within the first year of hire, the BFC must attend a 40-hour lactation counseling course, if not an IBCLC or CLC, and other state-designated breastfeeding trainings;

Participate in the development of the local WIC agency nutrition education and breastfeeding promotion and support plan;

Develop and implement breastfeeding promotion and support activities, including the Breastfeeding Peer Counselor Program and Breast Pump Program to include the issuing of breast pump(s);

Supervise and monitor the activities, training, and documentation of the Breastfeeding Peer Counselors;

Monitor, compile, and evaluate breastfeeding rates, promotion and support activities, and peer counseling activities;

Coordinate breastfeeding promotional activities with community stakeholders;

Participates in performing quality assurance activities of peer counselors, nutritionists and nutrition assistants;

Provide and monitor referrals for outcomes;

Participate and provide staff education and training on nutrition topics and breastfeeding;

Perform other duties as assigned within scope of practice.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of breastfeeding, nutrition and diet therapy;
Working knowledge of the relationship of nutrient intake to health, restorative and rehabilitative treatment;
Working knowledge of organizing and implementing a nutritional services program;
Ability to effectively supervise the work of others;
Ability to establish and maintain effective working relationships with program participants and staff;
Ability to understand and follow complex oral and written instructions;
Ability to communicate effectively both orally and in writing;
Ability to speak clearly, confidently and effectively to individuals and groups;
Ability to prepare and maintain a variety of reports.

MINIMUM QUALIFICATIONS:

- (A) Possession of a current valid license to practice as a Registered Nurse (RN) with a Bachelor's degree from an accredited college or university; **OR**
- (B) Nutrition and Dietetics Technician, Registered (DTR/NDTR); **OR**
- (C) Possession of a Bachelor's degree in an appropriate health-related field from an accredited college or university with at least 6 credit hours in nutrition.

Preferred Additional Qualifications

Minimum, 1 year of experience in program management;
Minimum, 1 year of experience in counseling breastfeeding dyads;
International Board-Certified Lactation Consultant (IBCLC) credential.

SPECIAL REQUIREMENTS:

Possession of a valid NYS driver's license;
Proof of COVID 19 vaccination;

NOTE: All applicants must be approved by the NYS Department of Health prior to appointment if working in the WIC program.