

WIC NUTRITION SERVICES DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility in the Health Department for directing and supervising the WIC program and its staff. The incumbent is responsible for programmatic and budgetary grant preparation, expenditure management and in-service training programs for the staff. The position also involves direct nutritional counseling and care activities to clients. The work is performed under the general supervision of the Director of Maternal Child Health & Development with wide leeway allowed in the use of independent judgement in planning and implementing the policies and objectives of the program. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directly supervises staff members in providing participant centered nutritional counseling and care services, builds and maintains caseloads and schedules, evaluates performance and conducts staff meetings;

Manages and monitors financial aspects of the WIC program budget;

Prepares and oversees the annual Local Agency Compliance and Self Assessment (LACASA) and the Nutrition Component of the Municipal Health Services plan;

Plans and conducts in-service training programs in nutritional care for the staff of the WIC program, County Health Department as well as other county agencies and interested community groups;

Prepares local agency policies and procedures for the effective administration of the WIC Program in Broome County;

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

Participates in State and regional meetings and local programs to keep abreast of new developments in the field of nutrition;

Maintains records in accordance with Federal, State, and County requirements, including completion of Request for Proposals as required by the United States Department of Agriculture and New York State Department of Health;

Represents the program interests at budgetary and legislative meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of nutrition and diet-therapy;

Thorough knowledge of the relationship of nutrient intake to health and restorative and rehabilitative treatment;

Thorough knowledge of how various disease states and medical

regimens alter nutrient needs;
Thorough knowledge of the WIC program's policies and procedures;
Good knowledge of the principles and practices of supervision;
Good knowledge of Federal, State, local and private agencies,
which provide nutritional assistance, services;
Ability to assess client nutritional status and develop
therapeutic dietary plans;
Ability to plan, supervise and evaluate the work of others;
Ability to keep accurate records;
Ability to communicate effectively both orally and in writing;
Ability to work well with others.

MINIMUM QUALIFICATIONS:

- A) Graduation from a New York State registered or regionally accredited college or university with a Master's Degree in nutrition or dietetics and one year of nutrition counseling experience involving the supervision of staff; OR
- B) Graduation from a New York State registered or regionally accredited college or university with a Master's Degree and a minimum of six credit hours in nutrition and possession of a license issued by the State of New York to practice as a Registered Professional Nurse and one year of experience involving the supervision of staff; OR
- C) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in nutrition or dietetics and two years of nutrition counseling experience involving the supervision of staff and either current registration by the Academy of Nutrition and Dietetics as a Dietitian or eligibility for registration through coursework approved by the Academy Accreditation Council for Education in Nutrition and Dietetics and possession of certificate at time of appointment; OR
- D) An equivalent combination of training and experience as described by the limits of A) and B) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

NOTE: Appointment subject to approval by the NYS Department of Health-Bureau of Nutrition.

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COMPETITIVE