

NUTRITION ASSISTANT

JOB PURPOSE AND SUMMARY

Performs clearly defined assigned routine duties related to WIC certifications/recertifications, individual second contacts and group education, following established guidelines, protocols, lesson plans and specific instructions. A Nutrition Assistant may also perform duties related to scheduling, issuing checks, and orientation of WIC clients.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Interviews applicants to obtain eligibility information.
- Takes health histories, anthropometric measurements, dietary recalls, and hemoglobins and correctly interprets these as part of the WIC certification/recertification process.
- Refers clients for high risk care plans, maternity support services, nutrition counseling, and other services, as appropriate.
- Takes applications, schedules clients, issues checks, orients clients, answers questions, and carries out activities related to reception and registration.
- Interprets and explains health agency and nutrition services to clients and their families in their own language.
- Gives clients basic information and demonstrations about healthful foods, economical food buying, and methods of food preparation to fit their ethnic food patterns, and general health topics, as instructed by the nutritionist in an individual or group setting.
- If necessary, translates basic nutrition information into the language and food habits of the clients.
- Elicits information about clients and records it in the client record following established guidelines.
- Other tasks as assigned, consistent with the job classification.

QUALIFICATIONS

Education and Experience: Graduation from high school or completion of General Equivalency Diploma (GED). Four years of increasingly more responsible experience working with people in a medical or health setting. Related education in lieu of experience may be substituted for up to two years of experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted.

Knowledge of

- Basic level of skill in reading, speaking, and writing in the language of use.
- Basic math skills.
- Basic computer skills.
- Practical knowledge of family meal planning, food purchasing, and food preparation in keeping with the ethnic food preferences in the community.
- Knowledge of health and general health (i.e. human behavior, growth and development, oral health, nutrition, etc.) is desirable.

Ability to

- Interview clients with sensitivity to clients' needs.
- Maintain neat personal appearance and courteous attitude toward public and fellow employees.
- Work with a variety of cultural and ethnic populations.
- Handle continuous client contact under sometimes demanding conditions.
- Pay attention to detail.
- Possession of or the ability to obtain a valid driver's license.

June, 1999

Revised: 04/2005, 06/2005