



## CLASS SPECIFICATION

Class Title: Nutrition Assistant I, II, III  
Department: Health - WIC  
FLSA: Non-exempt

Class Code: I – 5532  
II – 5533  
III – 5534  
Grade: I – 14  
II – 15  
III – 16  
Eff Date: 04/28/2020

### GENERAL PURPOSE

Under the general supervision of the Women, Infants, and Children (WIC) Bureau Manager, performs paraprofessional duties in determining eligibility for nutrition services, client risk assessments and basic nutrition education in individual and group settings.

### EXAMPLE OF DUTIES

Determines client eligibility for WIC services based on personal, financial, demographic and medical history information.

Performs anthropometric functions for women, infants and children; measures height, weight, and head circumference; takes blood samples for lab work.

Explains program services and requirements to participants, including foods available and how to obtain food in accordance with this program. Assists clients in finding resources and refers clients using referral sources in the community.

Provides timely, accurate and professional legal documentation using SOAP (Subjective, Objective, Assessment and Plan) format in accordance with State WIC Policies and Procedures.

Evaluates and counsels low-risk clients on nutrition needs during pregnancy, breastfeeding, postpartum, growth and development of infants and children up to the age of five.

Identifies and counsels high-risk clients in the absence of the Registered Dietitian and refers those who would benefit from individualized follow-up by the Registered Dietitian.

Assigns appropriate food packages to meet the nutritional needs of eligible WIC clients, including specialized formula. Evaluates food packages and tailors as needed. Issues food benefit cards to eligible WIC clients and reviews the Authorized Food and Vendor list with client.

Promotes breastfeeding as the preferred method of infant feeding to all pregnant women and supports breastfeeding women. Issues breastfeeding aids and equipment. Evaluates, tracks and counsels clients regarding their use.

Ensures confidentiality of client records and information received according to established policies and procedures.



## CLASS SPECIFICATION

Assists in planning, developing and implementing special nutrition projects which are program and/or community oriented.

Receives telephone calls, handles matters of a technical or routine nature or directs to the appropriate staff member or program. Schedules WIC appointments and compiles WIC reports.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Applicants will be considered for the highest level for which they qualify.

Nutrition Assistant I: Associate's Degree from an accredited college or university in Nutrition, Dietetics or a health related field; **OR** an equivalent combination of related education and experience substituting one for the other on a year-for-year basis.

Nutrition Assistant II: Bachelor's Degree from an accredited college or university in Nutrition, Dietetics or a health related field; **OR** an equivalent combination of related education and experience substituting one for the other on a year-for-year basis.

Nutrition Assistant III: Bachelor's Degree from an accredited college or university in Nutrition, Dietetics or a health related field plus two (2) years of nutrition related work experience; **OR** an equivalent combination of related education and experience substituting one for the other on a year-for-year basis.

#### Preference for all levels:

- **Degree in Nutrition, Dietetics, or a health related field.**
- Fluency in Spanish and English (fluency defined as proficiency level in both languages as evidenced by the ability to verbally interpret from English-to-Spanish and from Spanish-to-English, as well as the ability to translate written documents from English-to-Spanish and from Spanish-to-English).

**Career Ladder:** This position is part of a career ladder job series (I/II/III). Incumbents in this classification may be eligible for career ladder advancement on his/her eligibility date after meeting the minimum requirements for the position, if recommended by the supervisor and approved by the department administrative officer.

#### 2. Special Requirements:

Must satisfy specific requirements for a Competent Professional Authority (CPA) as set forth by the Utah WIC Program.



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Must pass a criminal history background investigation.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### 3. Necessary Knowledge, Skills and Abilities:

**Knowledge of:** WIC Office policies, practices and procedures; nutrition program regulations and eligibility requirements; basic nutrition, diet recall, meal planning, infant and child development, public health practices, breastfeeding principles, food safety, pregnancy and postpartum period, nutrition assessment, legal documentation and professional writing.

**Skill in:** using all applicable computer hardware (including laptops and projectors) and software programs and applications, including Microsoft Office products; using common office equipment including a multi-function copier, fax machine, multi-line telephone and 10-key calculator.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** interpret and explain nutrition program services and requirements; perform basic math calculations; proofread and correct forms and other documents; operate modern office equipment and all applicable computer hardware and software; establish and maintain effective working relationships with supervisors, other county employees, other agencies, clients, and the general public; communicate effectively (orally and in writing); follow written and oral instructions.

### WORKING CONDITIONS

Frequent exposure to the public with contagious or infectious diseases or angry, agitated and otherwise upset individuals. Requires sitting for a long period of time, walking, standing or stooping; occasional lifting, carrying, pushing, pulling, or otherwise move objects weighing up to 25-30 pounds. Environment may be noisy.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***



## CLASS SPECIFICATION

### Approval Information

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|--------------------------|--------------|
| Date:                    | 04/28/2020   |
| Department Approval:     | Mindy Box    |
| HR Generalist Approval:  | Hollie Holly |
| Classification Approval: | Jana Bake    |