

COMPETENT PROFESSIONAL AUTHORITY (CPA) 3

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Broome County Department of Public Health and is responsible for completing a complete nutritional assessment for participants in the Women, Infants and Children (WIC) program, determining program eligibility, and enrolling participants in the WIC program. The incumbent has responsibility for prescribing, tailoring, authorizing, issuing and reissuing of all food packages to be used by WIC program participants based on their nutritional needs to adequately meet participant's regular and therapeutic needs. This includes those of participants that are determined to be high-risk and those requiring medical documentation. Responsibilities also include planning, providing and evaluating participant-centered nutrition education. The work is performed under the general supervision of the WIC Nutrition Services Director. Supervision is exercised over the work of Competent Professional Authority (CPA) 2's, Competent Professional Authority (CPA) 3's, and lower level nutritional staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in completing nutritional assessments, determining program eligibility and enrolling participant;

Prescribes, tailors, authorize issue and reissue all food packages, including those determined to be high-risk;

Oversees and participates in planning, providing and evaluating participant-centered nutrition education and counseling;

Oversees referrals and documentation of services for participants;

Implements, updates and closes all participant care plans;

Orientates, trains and mentors CPA1's, CPA2's and lower level nutritional support staff;

Conducts breastfeeding assessment and provides participant-centered counseling to assist mothers initiate breastfeeding, establish milk supply and continue breastfeeding;

Ensures the efficient flow of the assessment and education process;

Provides resources for information on nutrition uses and topics for all staff;

Oversees and participates in reviewing and approving formula requests requiring medical documentation in consultation with the Health Care Provider;

Oversees and participates in the delivery of nutrition education to WCI participants utilizing a variety of methods;

Competent Professional Authority (CPA) 3-CONT'D

2

Oversees and participates in preparing and maintaining various files and reports in accordance with Federal and State agency requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

Thorough knowledge of WIC program policies and procedures;

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

Good knowledge of the processes involved in menu planning, food preparation, and marketing along with the ability to advise on organizing and implementing these processes effectively, efficiently and economically;

Good knowledge of organizing and implementing a nutritional services program;

Good knowledge of planning, implementing and providing a nutritional education program;

Good knowledge of the principles and practices of supervision;

Ability to assess client nutritional status and develop therapeutic dietary plans;

Ability to establish and maintain effective working relationships with program participants and staff;

Ability to communicate effectively both orally and in writing;

Ability to understand and follow complex oral and written instructions;

Ability to speak clearly, confidently and effectively to individuals and groups;

Ability to prepare and maintain a variety of reports;

Ability to operate a personal computer.

MINIMUM QUALIFICATIONS*:

A) Current registration by the American Academy of Nutrition and Dietetics as a Dietician; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in Nutrition; OR

C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nutrition and two years' experience in the supervision of staff.

*Based on the New York State Women's, Infants and Children (WIC) Program Manual, Section 1460 - Local Agency Staff implementation plan 2016

NOTE: Coursework in hospitality, restaurant and/or food service management will not be accepted as comparable to nutrition.

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