

COMPETENT PROFESSIONAL AUTHORITY (CPA) 2

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Broome County Health Department and is responsible for assessing the nutrition requirements of the participants enrolled in the Women, Infants and Children (WIC) program. WIC provides supplemental food and nutritional education programs for program participants who are nutritional risks. The position involves assessment of nutritional needs of participants, planning for the provision of a food package and providing counseling appropriate for the individual's physical and medical needs, as well as providing nutrition education to adequately meet the participant's regular and therapeutic needs. The work is performed under the general supervision of a Competent Professional Authority (CPA) 3 with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not a function of this position; however, the incumbent may provide orientation and training to nutritional staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts a complete nutritional assessment, determine program eligibility and enroll participants;
Prescribes, tailors, authorizes, issue and reissues all food packages;
Conducts breastfeeding assessment, provides participant-centered counseling which helps a mother initiate breastfeeding, establish milk supply, exclusively breastfeed and continue breastfeeding and address breastfeeding concerns;
Plans, provides and evaluates participant-centered nutrition education, including individual, family and group discussions;
Implements, updates, and closes participant care plans,
Reviews and approves formula requests requiring medical documentation in consultation with the Health Care Provider;
Identifies and refers participants to community agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of nutrition and diet therapy;
Thorough knowledge of the relationship of nutrient intake to health and restorative and rehabilitative treatment;
Good knowledge of organizing and implementing a nutritional services program;
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 speak clearly and effectively to both individuals and groups.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's degree or higher in Nutrition; OR
- B) Current registration as a Dietician Nutritionist (RD/RDN)

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Certain assignments made to employees in this position will require reasonable access to transportation to meet field work requirements course 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, prior to appointment.

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COMPETITIVE