

Class Specifications
for the Classes:

WIC NUTRITION AID
WIC NUTRITION ASSISTANT

Series Definition

Positions in this series perform work in support of professional nutritionists in the statewide supplemental nutrition program for Women, Infants and Children (WIC). The WIC program strives to safeguard the health of low-income women, infants and children up to age five who are at nutritional risk by providing nutritious foods to supplement diets, nutrition education and counseling, breastfeeding support and promotion, and referrals to health/social services. Positions in this series are located in WIC clinics statewide and may travel regularly to other sites to provide support to nutritionists at satellite clinics.

Positions perform a variety of nutrition support tasks that include determining program and categorical eligibility, assessing income eligibility, providing basic health and nutrition information, providing nutrition education, assigning supplemental food packages, and making referrals to health/social services.

Level Distinctions

Classes in this series are distinguished from each other by differences in:

1. **Complexity**: The nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; difficulty in identifying what needs to be done; the difficulty and originality involved in performing the work; and the scope and effect of work done.
2. **Breadth of Knowledge and Abilities**: The nature and extent of information or facts which must be understood and applied in order to do acceptable work and the nature and extent of skills needed to apply this knowledge; i.e., training and experience.
3. **Guidelines**: The nature of the guidelines available and the judgment required in applying them.
4. **Supervisory Controls**: The nature and extent of direct or indirect controls exercised by the supervisor, i.e., the extent of responsibility for work product and the method of reviewing completed work.

WIC NUTRITION AID

6.671

Class Distinguishers

Complexity: Positions in this class are typically reflective of two general types:

Type A: Performs applicant eligibility and certification; provides explanation of the WIC Program, its benefits, and basic nutrition education to participants; and enters and retrieves participant information in an automated information system.

Type B: Performs duties similar to Type A positions and, in addition, participates in a State approved training program involving classroom and on-the-job training to learn knowledge, skills and abilities required to perform work as a WIC Nutrition Assistant.

Examples of Duties *(Positions may not be assigned all the duties listed, nor do the examples necessarily include all the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Explains program benefits and services, eligibility requirements and participants' rights and responsibilities.
2. Reviews participant/family documents to verify identity, residency, and income.
3. Determines program and categorical eligibility, and eligibility period, by following program guidelines.
4. Refers participants to various health and social service agencies and programs.
5. Accurately obtains height/length and weight measurements of all participants; may plot growth grids (height and weight).
6. Assists participants in completing dietary and/or food frequency questionnaire.
7. Determines need for and obtains participant's hemoglobin/hematocrit values based on WIC program criteria.
8. Reviews immunization records to ensure vaccinations are up-to-date and refers participants to a health care provider for vaccinations, as appropriate.

9. Gathers and accurately documents information in the automated information system; checks that participant information is up-to-date.
10. Provides information to individual participants and/or groups on basic health and nutrition using audio-visual equipment, pamphlets, food models, etc.
11. May be assigned to work as part of a team at a satellite clinic, including the transport, set-up and break-down of clinic equipment and materials; and may prepare (download) client files onto a laptop computer for use at the satellite clinic.
12. Provides education and information on breastfeeding and encourages and supports participation in the breastfeeding incentive program.
13. Greets and provides information and/or referrals to applicants, participants, vendors and the general public in person or on the telephone; and schedules and reschedules appointments.
14. Type B positions, in addition to performing the above examples of duties, also participate in classroom and on-the-job training to learn the knowledge, skills and abilities required to perform work at the next higher level.

WIC NUTRITION ASSISTANT

6.673

Class Distinguishers

Complexity: In addition to performing duties of the class WIC Nutrition Aid, positions in this class provide support and assistance to professional nutritionists by performing nutrition activities related to nutritional risk factors, including selecting and providing basic and/or customized supplemental food packages to participants and providing individualized nutrition education based on the assessment of health and nutrition information obtained.

Examples of Duties *(Positions may not be assigned all the duties listed, nor do the examples necessarily include all the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)* In addition to the duties of the lower level:

1. Conducts nutritional assessments for participants; provides individualized nutrition education and information related to nutritional risk factors; refers participants identified with high risk factors to the Public Health Nutritionist.

2. Reviews recorded height and weight for accuracy; re-measures participants and/or elicits information to verify recorded information; reviews and interprets growth, Body Mass Index (BMI) and/or weight gain grids for participants; may manually plot and calculate all grids as necessary.
3. Elicits and documents detailed dietary information (food portions, preparation methods, condiments, etc.) and health information (e.g., drug use and immunizations).
4. Assesses dietary intake appropriate to participant category, including infants, using tools such as dietary and serving size guidelines.
5. Determines and documents risk factors (e.g., nutritional deficiencies, inappropriate feeding practices, etc.) not generated by the automated system.
6. Explains the results of the nutritional assessment to participants, addressing needs and characteristics identified in the screening and assessment of nutritional risks.
7. Prioritizes risk factors identified and provides information and education, selecting from available topic listings related to diet and health, including sensitive and confidential issues such as substance abuse.
8. Discusses with participants the setting of goals to achieve desired changes in eating behaviors and lifestyles (e.g., exercise tobacco cessation, etc.); discusses progress and provides encouragement and support.
9. Selects standard or customizes supplemental food packages for participants appropriate to participant categories; ensuring that participant nutritional needs, food preference, age, and home resources (e.g., available refrigeration).

Knowledge and Abilities Required The knowledge and abilities required in order to effectively perform the key duties for each of these classes are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.

“P” indicates prerequisite knowledge and abilities, which must be brought to the job.
“A” indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.

	WIC NUTRITION AID	WIC NUTRITION ASSISTANT
KNOWLEDGE OF:	P	P
Basic principles of oral and written communication	P	P
Arithmetic, including fractions, percentages, and averages	P	P
Interviewing techniques	A	P
Basic sanitation practices	A	P
Basic medical terminology	A	P
Basic nutrition principles and practices	A	P
Authorized WIC foods	A	P
Current dietary recommendations for WIC participants	A	P
Nutritional risk factors	A	P
Procedures and devices for measuring height and weight	A	P
WIC program policies and procedures	A	P
General knowledge of available health and welfare service programs	A	P
Nutrition education topics relative to WIC participants' nutritional needs	A	P
Methods for assessing dietary intake	A*	P
General influences of social, economic, cultural, and psychological factors on eating habits	A*	P

* Type B positions only

	WIC NUTRITION AID	WIC NUTRITION ASSISTANT
ABILITY TO: Communicate effectively with individuals and groups of varied educational, cultural and economic backgrounds, orally and in writing	P	P
Understand and apply written and oral instructions and guidelines	P	P
Develop and maintain effective working relationships with clinic staff and others	P	P
Establish and maintain rapport with individuals	P	P
Retrieve and input information into an automated system	P	P
Operate office equipment, including audio-visual equipment, keyboard and computer	P	P
Plan and prioritize work	P	P
Operate height and weight scales	P	P
Provide nutrition education	P	P
Gather and accurately assess information and make determinations based on program criteria	P	P
Encourage positive health and nutrition practices	P	P
Observe and report on the effectiveness of nutrition education	P	P

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education Requirement

Experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill in addition to the ability to perform arithmetic computations, including fractions, percentages and averages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous, but not necessarily full-time normal work, basis. This requirement may also be met by possession of a high school diploma, or equivalent.

Experience Requirement

General Experience: One year of work experience which involved meeting and dealing effectively with people and which demonstrated the ability to: (1) establish and maintain positive relationships with people and (2) provide and elicit pertinent information.

In addition, either concurrently or separately, there must be evidence of demonstrated ability to organize materials; elicit information, and write notes consisting of complete sentences based on such information; and use a keyboard to input alpha and numeric data.

Specialized Experience: For the Nutrition Assistant, applicants must demonstrate satisfactory completion of a State approved training program for paraprofessionals to provide nutrition services for the WIC program. The training program must meet standards set by the U.S. Department of Agriculture (USDA).

Substitutions Allowed

1. Successful completion of thirty (30) semester credit hours of coursework from an accredited college or university which included at least six (6) semester credit hours of coursework in psychology, sociology, social work, or other behavioral science may be substituted for the General Experience on a year-for-year basis.
2. Possession of a bachelor's degree from an accredited college or university, with a major in Community Nutrition, Nutritional Sciences, or any other related Food Science or Nutrition major, may be substituted for all the General and Specialized Experience requirement.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they are being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established, and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the specific training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the classes WIC NUTRITION AID and WIC NUTRITION ASSISTANT which were approved on June 26, 2008.

DATE APPROVED: July 17, 2020

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for RYKER WADA, Director
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