

**GRADE: 7**  
**DIVISION: ADOLESCENT AND CHILD HEALTH – WIC Program**

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***POSITION SUMMARY:***

Nutrition assistants provide basic clinical and nutrition services, including anthropometric measurements, biochemical tests, nutritional assessments and education, and referrals to programs which are determined to benefit the client.

In this position, employees will need to successfully pass basic nutrition training within a 6 month timeframe. All tests will be evaluated by the Oklahoma State Department of Health. Upon successful completion of the training, employees will be able to work on their own as a Certified WIC Nutrition Technician.

***PRINCIPAL DUTIES/RESPONSIBILITIES:***

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

***ESSENTIAL JOB FUNCTIONS (100% OF TIME):***

1. Evaluates the nutrition status of individuals, and completes certification for WIC eligibility.
2. Obtains anthropometric measurements including weight and height.
3. Obtains and prepares blood specimens for analysis.
4. Conducts one-on-one client evaluations.
5. Assesses nutritional status of clients using established procedures and protocols.
6. Conducts basic individual counseling on normal, low-risk clients with emphasis on pregnant and breastfeeding women, infants, and children.
7. Uses client centered counseling to work on goal setting with participants.
8. Teaches breastfeeding and general nutrition education classes to participants.
9. Provides breastfeeding support and issues breast pumps as needed.
10. Makes referrals to other health professionals and programs.
11. Documents client encounters in SOAP format.
12. Performs related work as required and assigned.
13. Performs outreach activities to clients and the community.
14. Completes required training in support of duties and responsibilities of this position.
15. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

***QUALIFICATIONS/SPECIFICATIONS:***

**Education/Experience** - High school diploma or equivalent and computer experience required. An LPN, CMA (Certified Medical Assistant) or Dietetic Technician is preferred. College level nutrition courses preferred.

**Skills & Knowledge** - Knowledge of basic nutrition and its relationship to good health; comfortable speaking in a class setting; ability to clearly communicate; familiar with basic computer operations and various office and clinic equipment.

**Training Design** - This training is designed to enable the learner to proceed through various modules and activities at his/her own learning rate, but within a six-month period. Upon successful completion of each module, the nutrition assistant will be prepared to perform specific tasks learned in the module. After successful completion of the six-month training and experience, the nutrition assistant will be prepared to perform all duties outlined in the functional job description.

**Licenses** – Valid Oklahoma Driver’s License required.

***INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:***

- Internal contact with nursing staff, clerical staff, social workers, guidance staff, and other departments to schedule services for clients.
- External contact with Oklahoma State Department of Health WIC Service staff, community agencies, health agencies, and Tulsa residents to share information about the WIC program.

***PHYSICAL EFFORT:***

Occasional physical effort is required to lift small children up to 35 pounds to obtain height and weight.

***SUPERVISION AND EVALUATION:***

Training and evaluation of the nutrition assistant is supervised and/or completed by the local agency Public Health Nutritionist, who is a registered dietitian.

**Direct Supervision** – None

**Indirect Supervision** – None

**Budget/Money/Material** – Responsible for assigned equipment.

**Reports to** – Manager, WIC Program

***WORKING CONDITIONS:***

Potential exposure to communicable diseases, blood, and other body fluids; a crowded and noisy working environment; and interaction with clients and young children who are sometimes irritated and uncooperative may lead to stressful situations.

***SPECIAL REQUIREMENTS:***

- Must maintain THD record confidentiality according to HIPAA regulations.
- Employee will be required to successfully complete an in-service training program.
- Must possess ability and willingness to perform job-related travel.

***FLSA Status: Non-Exempt***