

Department: Public Health  
Classification: Competitive  
Grade: 4

SPEC DISK E4  
DOCUMENT 66

### WIC NUTRITION AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Health Department, assigned to the nutrition program and involves responsibility to perform a variety of clerical and nonprofessional public information tasks in support of the women's, infants and children's supplemental food program. Employees in this class disseminate general health and nutrition information including diet planning, food selection; storage and handling and dietary needs to pregnant and nursing women and their children who may be nutritional risks due to dietary intake and/or poor health. Information is disseminated through a variety of techniques and medium including group presentations and individual meetings at various clinics throughout the county. The work is performed under the direct supervision of a WIC Nutritional Educator with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Completes and updates program participants records needed for certification, check issue and nutrition education;

Provides basic nutrition education to participants, individually and in groups, in accordance with the local WIC Nutrition Education Plan;

Assists in Nutritionist or Nutrition Educator with planning for education aspects of the program and preparing written and audio-visual materials to be used for nutrition education activities;

Participates in in-service training to develop appropriate record keeping skills and basic nutrition knowledges and teaching skills;

Completes and forwards program participant referrals to WIC Nutritionist or Nutrition Educator and other cooperating agencies;

Arranges nutrition education appointments for program participants;

Assists Program Coordinator and Nutritionist with program evaluation by relating comments, problems and complaints of participants;

Assists the Program Coordinator, Nutritionist and Nutrition Educator with vendor education to assure compliance with check cashing regulations;

Prepares a variety of records and reports related to the program;

Follows up on client requests for referrals and/or additional nutrition/health information.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the programs and services available through the WIC Nutritional Program; working knowledge of the design, methods and implementation of supplemental nutritional programs; working knowledge of the symptoms and physical signs of nutritional deficiencies necessitating referral to a nutrition or health professional; ability to relay program and health information on an individual and group level; ability to understand and follow oral and written instructions ability to work quickly and efficiently under pressure at clinic sites; initiative; ability to maintain records and prepare reports; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and one year of experience in a non-professional position supporting health related programs in a public or private agency.