

## **NUTRITION ASSISTANT I**

### **NATURE OF WORK IN THIS CLASS**

This is para-professional nutrition services work assisting nutritionists in providing clinical services to low risk, low income clients especially at maternity or pediatric primary health care clinics such as the Women, Infants, and Children (WIC) Clinic. An employee in this class performs routine technical support functions and works under the close supervision of a professional nutritionist following established guidelines and protocols.

**ILLUSTRATIVE EXAMPLES OF WORK** (These examples may not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists and may conduct group or individual education sessions to low risk clients on basic nutrition practices; demonstrates healthful methods of food preparation, meal planning and economical practices for food purchasing; assists in preparing and implementing nutrition education lesson plans and materials to fit the ethnicity, language, reading level and food habits of the target population.

Conducts assessments by obtaining client information on nutrition or dietary habits according to established guidelines and may determine the program eligibility of clients according to established residency, client category, income and nutrition risk standards; refers clients with health, nutrition or dietary problems to a nutritionist for individual counseling; weighs and measures clients using standard guidelines for anthropometric measurement and identifies potential nutritional risk.

Prepares appropriate records for documenting client's preliminary assessment data, nutrition services contacts, and pertinent medical and/or personal information.

Assists with clinic administrative duties such as appointment scheduling, transportation arrangement, and client referrals; assesses and facilitates the client's potential eligibility and need for other public health nutrition assistance and/or services.

### **MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of the basic principles and practices of applied nutrition.

Knowledge of family meal planning, food purchasing, food preparation, and budgeting.

Ability to communicate effectively.

Ability to work effectively with the public and employees.

Ability to perform arithmetic computations.

Ability to use a personal computer and other office equipment.

**NUTRITION ASSISTANT I**

Skill in client interviewing, weighing and measuring clients, and recording information accurately.

Skill in the safe operation of a motor vehicle.

**MINIMUM EXPERIENCE AND TRAINING**

One year of responsible public contact work in nutrition services or equivalent work that provides the minimum knowledge, abilities, and skills; gradation from High School, and either:

- a) One year of experience in institutional meal planning and preparation (i.e., in hospitals, schools, correctional facilities, nursing homes, day care centers, etc.); or
- b) Successful completion of the Expanded Food and Nutrition Education Program (EFNEP) training course; or
- c) Successful completion of a course in nutrition creditable towards a two-year associate degree as a dietetic technician, nutrition assistant, nursing assistant or other allied health field; or
- d) Successful completion of an undergraduate course in nutrition at an accredited college or university.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid driver's license.


**ESTABLISHED:** July 1980

**AMENDED:** August 2010

**PAY GRADE:** H

<b>HAY EVALUATION:</b>	Know-How:	DI1	115
	Problem Solving:	C2(22%)	25
	Accountability:	CC1	<u>33</u>
	Total Points:		173

This standard revises and supersedes the standard established July 1980 and amended December 1991 and July 2003.

  
 \_\_\_\_\_  
**Lourdes M. Perez**  
 Director, Department of Administration