

NUTRITION ASSISTANT II

NATURE OR WORK IN THIS CLASS:

This is complex para-professional nutrition services work assisting nutritionists in providing clinical services to low risk and some moderately high 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 the full range of complex technical support functions and works under general supervision of a professional nutritionist, following established guidelines and protocols. Employees in this class work independently and exercise judgment and discretion when determining the eligibility of clients and educate clients on a variety of nutritional and health related issues.

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

Determines WIC Program eligibility and certifies clients for participation according to WIC regulations through the assessment of collected eligibility data.

Screens individual clients by collecting eligibility data on residency, client category, income and nutritional risk and explains client rights and obligations.

Assesses WIC clients for nutrition risk factors by obtaining and accurately documenting height and weight measurements, hemoglobin / hematocrit values, dietary intakes, and other necessary medical information.

For low risk WIC clients and some moderately high risk clients, applies critical thinking skills to assess nutritional needs based on a thorough evaluation of client habits and daily living in order to provide nutrition counseling and develop care plans to track behavioral changes specific to each client.

Identifies high risk WIC clients and refers them to the clinic nutritionist as needed for assessment, counseling and the development therapeutic diets and care plans.

Provides group nutrition education and counseling to moderately high risk and low risk WIC clients from approved lesson plans, and develops nutrition education displays for their assigned WIC clients.

Assesses tailors and prescribes food packages for designated moderately high risk and low risk WIC clients in accordance with client preferences and nutritional needs, and then issues WIC drafts with guidance on draft issuance/redemption procedures.

Maintains accurate clinic records and services provided to WIC clients.

Schedules WIC appointments and follows up on clients who miss appointments.

Follows established WIC Program protocols and procedures in making client referrals to other social service and health care agencies.

May assist the WIC clinic supervisor as a task leader for one or more areas of responsibility in a WIC clinic such as the orientation and training of a new Nutrition Assistant I staff, anthropometric equipment calibration, nutrition education supplies and WIC check inventory maintenance, bulletin board displays or providing logistical assistance for nutrition education classes.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of Guam WIC Program policies, procedures and program activities.

Knowledge of principles and practices of applied nutrition and dietary control.

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

Knowledge of principles and techniques of education and counseling.

Knowledge of modern office practices, methods, and computer equipment.

Knowledge of methods and techniques of breastfeeding.

Ability to work effectively with the public and employees.

Ability to perform arithmetic computations.

Ability to use a personal computer and other office equipment.

Ability to maintain records and prepare reports.

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

Skill in building rapport across a culturally diverse client population.

Skill in mentoring entry level cohorts on the duties of the Nutrition Assistant I.

Skill in critical thinking as it relates to client nutrition/economic risk assessment and education.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years specialized experience as a Nutrition Assistant I or equivalent work in a related field and graduation from high school or its equivalent, OR

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

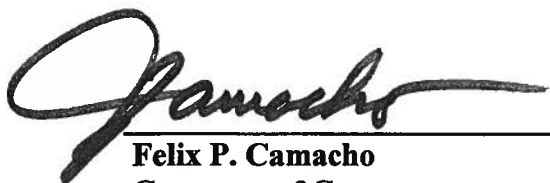
Must possess a valid driver's license.

Successful completion of Guam WIC Competent Professional Authority training.

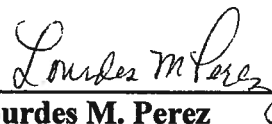
ESTABLISHED: August 2010

PAY GRADE: I

HAY EVALUATION:	Know -How:	DI1	132
	Problem Solving:	C2 (22%)	29
	Accountability:	C1C	<u>33</u>
	Total Points:		194



Felix P. Camacho
Governor of Guam



Lourdes M. Perez
Director, Department of
Administration