

Jurisdictional Class: Competitive  
Adopted: March 11, 1994  
Revised: November 10, 2022

**SENIOR WIC NUTRITIONIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for overseeing the planning, implementing, coordinating, and evaluating of the nutrition component of the WIC Program, a supplemental food and nutritional education program for women, infants, and children who are low income and at nutritional risk due to medical problems or inadequate dietary intake. The work is performed under the general supervision of the WIC Program Coordinator with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of Public Health Nutrition Educators and other staff involved with the nutritional aspects of the program. Assists Coordinator with oversight of WIC clinic operations. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, implements, and evaluates a comprehensive nutrition education program;  
Makes recommendations concerning the scheduling and daily organization of all WIC clinics;  
Assesses nutritional need of clients and provides direct patient care through the use of accepted methods of dietary intervention techniques to include assessment, plans, implementation and evaluation;  
Provides nutritional education to participants as well as benefit issuance;  
Provides nutrition counseling to clients and clients' families;  
Evaluates progress of clients to ensure satisfaction of complete nutritional needs;  
Supervises subordinate staff and evaluates nutrition care practice to ensure a high quality of professional service to meet agency, state, and federal standards;  
Assists Coordinator in planning and conducting educational programs, training, and WIC Statewide information linkages related to nutrition and patient care to nutrition staff;  
Assists Coordinator with program outreach to include maintenance of an ongoing working relationship with community agencies, institutions, and medical care providers related to individual and agency needs;  
Prepares and maintains records and reports to meet agency guidelines;  
Participates in State, regional, and local programs to keep abreast of new developments in the field of nutrition.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of nutrition and clinic operations;  
Good knowledge of WIC programs, policies and procedures;  
Good knowledge of WIC statewide information system;  
Good knowledge of nutrition, dietary techniques and health programs;  
Good knowledge of Federal, State, local and private agencies which provide nutritional services;  
Ability to plan, supervise and direct the work of others;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish and maintain effective working relationships with clients and staff;  
Ability to work with diverse population groups;  
Ability to interpret oral and written material;  
Ability to prepare accurate reports;  
Ability to work efficiently and quickly under pressure.

Senior WIC Nutritionist

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nutritional Sciences, Community Nutrition, Clinical or Human Nutrition, Dietetics, Foods and Nutrition, Public Health Nutrition, or related field and two (2) years experience as a WIC Nutritionist or as a Nutritionist/Dietitian in an agency or organization; or
- (b) Possession of registration as a Registered Dietitian through the Academy of Nutrition & Dietetics (AND) and two (2) years of experience as described in (a) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**NOTE:** Completion of a Dietetic Internship can be substituted for up to one (1) year of the required experience as described in (a) above.

**NOTE:** Completion of a Master's Degree in Nutrition can be substituted for up to one (1) year of the required experience as described in (a) above.

**SPECIAL REQUIREMENTS:** Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements in the ordinary course of business in a timely and efficient manner.