

COMPETENT PROFESSIONAL AUTHORITY (CPA) 2

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Broome County Department of Public Health and is responsible for assessing the nutritional requirements of Women, Infants and Children (WIC) participants, determining program eligibility, enrolling participants in the WIC program, and providing nutritional counseling to WIC participants and their families, with the exception of those participants that are determined to be high-risk. The incumbent has responsibility for authorizing and issuing food packages to be used by WIC program participants based on assessment of their nutritional needs to adequately meet participant's regular and therapeutic needs. The work is performed under the direct supervision of a Competent Professional Authority (CPA)3, with leeway allowed for the exercise of independent judgment. Supervision may be exercised over CPA1's and lower level nutritional support staff. This position meets the standards of the New York State Women's, Infants and Children Program Certified Professional Authority (CPA2). Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts a complete nutritional assessment, determine program eligibility and enroll participants;

Prescribes, tailors, authorizes issue and reissues all food packages, with the exception of those requiring medical documentation;

Conducts breastfeeding assessment, provides participant-centered counseling which helps a mother initiate breastfeeding, establish milk supply, exclusively breastfeed and continue breastfeeding and address breastfeeding concerns;

Plans, provides and evaluates participant-centered nutrition education, including individual, family and group discussions;

Implements, updates and closes participant care plans, with the exception of those determined to be high-risk;

Assists CPA3's with the care plans and food packages of participants determined to be high-risk;

Reviews and approves formula requests requiring medical documentation in consultation with the Health Care Provider;

Assists in orientating, training and mentoring CPA1's and lower level nutritional support staff;

Provides and documents appropriate follow-up referrals to other health and social services agencies and services available for program participants;

Prepares nutrition education materials such as pamphlets,

newsletters, recipes, posters and slide presentations for use at WIC clinics;

Prepares and maintains various files and reports in accordance with Federal and State agency requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of nutrition and diet therapy;

Working knowledge of the relationship of nutrient intake to health, restorative and rehabilitative treatment;

Working knowledge of the processes involved in menu planning, food preparation, and marketing along with the ability to advise on organizing and implementing these processes effectively, efficiently and economically;

Working knowledge of organizing and implementing a nutritional services program;

Ability to effectively supervise the work of others;

Ability to establish and maintain effective working relationships with program participants and staff;

Ability to understand and follow complex oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to speak clearly, confidently and effectively to individuals and groups;

Ability to prepare and maintain a variety of reports.

MINIMUM QUALIFICATIONS*:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nutrition; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing which includes a minimum of six credit hours in nutrition; OR

C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing and one year of experience working as a Competent Professional Authority in a WIC program; OR

D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a

health-related field which included a minimum of six credit hours in nutrition.

*Based on the New York State Women's, Infants and Children (WIC) Program Manual, Nutrition Support Staff and Competent Professional Authority's, Section 1460; 01/13

NOTE: Coursework in hospitality, restaurant and/or food service management will not be accepted as comparable to nutrition.

SPECIAL REQUIREMENT: Certain assignments made to employees in this position will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.