

COMPETENT PROFESSIONAL AUTHORITY (CPA) 1

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Broome County Department of Public Health and is responsible for assisting higher level Competent Professional Authorities (CPA's) in the certification of participants for the Women, Infants and Children (WIC) Supplemental Food Program. An incumbent in this position assists in the assessment of the nutritional requirements of participants and for providing nutritional counseling to clients and their families, as well as the preparation and distribution of nutritional information materials for use in the clinics. This position differs from that of a Competent Professional Authority 2 (CPA2) in that it does not include review and approval of special formula requests or development of high-risk care plans. The work is performed under the direct supervision of a higher level Competent Professional Authority. Supervision is not a responsibility of this position. This position meets the standards of the New York State Women's, Infants and Children Program Certified Professional Authority (CPA1). Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in conducting a complete nutritional assessment of WIC participants, determining WIC program eligibility and enrolling participants in the WIC program;

Assists in tailoring, authorizing, issuing and reissuing WIC food packages per NYS WIC guidelines and protocols, except contract infant formulas that require medical documentation, exempt formulas, and special needs;

Assists other CPA's in planning and evaluating participant-centered nutrition education, including individual, family and group discussions;

Prepares nutrition education materials such as pamphlets, recipes and slide presentations for use in program clinics;

Educates participants and their families regarding food available through the WIC program, nutrients provided by these foods and additional foods required to assure satisfaction of complete nutritional needs;

Conducts breastfeeding assessments, addresses concerns, and issues breast pumps to program participants;

Tracks participant's progress and documents progress to improve their health outcomes;

Identifies and refers participants in need of more than basic nutrition or health concerns to higher lever CPA's for follow up;

Advises participants on additional community resources available;

Maintains records in accordance with Federal and State agency requirements;
Performs various routine clerical tasks such as scheduling participant's appointments, typing notes and filing.

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;
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 speak clearly, confidently and effectively to individuals and groups;
Ability to prepare and maintain a variety of reports;
Ability to operate a personal computer.

MINIMUM QUALIFICATIONS*:

A) Graduation from a regionally accredited or New York State registered college of university with an Associate's Degree in nutrition, health, or closely health-science related field with a minimum of six credit hours in nutrition AND one year of experience working with children and families; OR

B) Completion of sixty credit hours from a regionally accredited or New York State registered college or university in nutrition, health, or closely health-science related field, with a minimum of six credit hours in nutrition AND one year of experience working with children and families; OR

C) Completion of six credit hours in nutrition from a regionally accredited or New York State registered college or university AND certification as an International Board Certified Lactation Consultant (IBCLC) AND one year of experience working with children and families; OR

D) Graduation from a school of nursing approved by the New York State Education Department as qualifying for Registered

Professional Nurse with either: a minimum of six credit hours in nutrition from a regionally accredited or New York State registered college or university OR one year of experience working as a Competent Professional Authority in a Women's, Infants and Children (WIC) program.

*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.