



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

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**TITLE:** **WIC PROGRAM NUTRITIONIST**  
(Provisional \* Appointment)

**SALARY:** \$25.53/HR.  
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Department of Public Health, Elizabethtown

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 37 ½ Hour work weeks (Monday-Friday)

**JOB SUMMARY:** This position exists in the County Health Department and involves responsibility for administering the nutrition components 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 position involves assessment of nutritional needs of clients, planning for the provision of a food package and counseling appropriate to the individual's physical, medical, and emotional needs, and providing nutrition education to adequately meet their regular and therapeutic needs. 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 professional nutrition details of the job. Supervision is exercised over the work of WIC Nutrition Aides and other staff involved with nutritional aspects of the program. The incumbent does related work as required.


**Note:** *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*



**MINIMUM QUALIFICATIONS: Either:**

- (a) Possession of a Bachelor's Degree in Nutritional Sciences, Community Nutrition, Clinical or Human Nutrition, Dietetics, Foods and Nutrition, or Public Health Nutrition; or
- (b) Completion of a Dietetic Internship in an institution approved by the American Dietetic Association and either be currently registered or eligible for registration by the American Dietetic Association.

**(OVER)**

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 Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932

 [essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)  518.873.3360

**Essex County is an Equal Opportunity Employer**

**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 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.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:** Certain assignments made to employees in the class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

**Residency Requirement:** There is no residency requirement.

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** July 24<sup>th</sup>, 2024

**Application Deadline:** August 9<sup>th</sup>, 2024

\*The term *provisional* means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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