



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Division
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Nutrition Assistant		
Department:	Public Health	Division:	Community and Health Services
DOT Title:	Social-Services Aide	DOT #:	195.367-034
SVP:	6	Requestor:	Teresa Fager
Worksite Address:	There are approximately 28 different locations that employees can be assigned to work.	Office Contact Name/ Phone/ Email:	Lynn Kidder 206-263-8399 lynn.kidder@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 2/26/18
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Provide services at Seattle and King County Public Health and their satellite locations. The Nutrition Assistant will provide services to clients participating in the Women, Infants & Children (WIC) Program, assess eligibility, and provide nutrition education to individuals and families - both through individual appointments and in a group or classroom setting. The Nutrition Assistant works closely with Registered Dietitians, Public Health Nurses, Social Workers, Community Health Workers in the Maternity Support Services and Infant Case Management (MSS/ICM) programs, and with healthcare workers from community partners.

The successful candidate will exhibit excellent customer service skills, have the ability to develop and maintain positive relationships with our clients from various cultures, and communicate effectively with English as a Second Language (ESL) clients with the assistance of an interpreter. The candidate will also exhibit flexibility in managing tasks such as teaching classes, providing administrative support, and assisting with certification appointments.

ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

Primary Responsibilities:

1. Gather and assess information for determining health and nutrition risk factors, program eligibility, client education, and referrals.
2. Provide group nutrition education and individual nutrition education, which includes breastfeeding support.
3. Obtain and document anthropometric measurements for infants, children and adults, which includes obtaining blood samples for hemoglobin testing.
4. Respond to telephone inquiries - screen, schedule, and interview diverse clients to determine the appointment type and appropriate provider.
5. Document client information and services, and manage appointment schedules in various electronic records, including CIMS/Cascades and Epic, to support both the WIC and MSS/ICM programs.
6. Provide direct customer service to a diverse clientele, providing WIC services, issuing and educating on



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the use of WIC checks, determining appointment types.

7. Conduct WIC outreach and program tasks, such as generating end of day reports and client letters.
8. Participate in WIC-related committees, including breastfeeding promotion activities, clinic health and information fairs, and the WIC Farmers' Market Nutrition Program.
9. Order and maintain program supplies and educational materials.
10. Participate in quality assurance activities.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

1. Ability to complete the Washington State WIC paraprofessional competencies within 6 months of hire.
2. Ability to obtain Washington State Medical Assistant-Registered or Phlebotomist certification within 30 days of hire in order to perform hemoglobin/hematocrit testing on WIC participants.
3. Ability to obtain a Washington State food worker card.
4. A current BLS for Healthcare Providers with AED certification before hire.
5. Ability to apply nutrition and health promotion knowledge/practices in working with clients from diverse backgrounds to make positive changes in health behaviors.
6. Working knowledge of basic nutrition theory and practice, medical terminology, asepsis practices, and universal precautions.
7. Demonstrated ability to provide direct client services in a health care setting.
8. Demonstrated knowledge and skills related to basic cooking and food demonstration techniques.
9. Ability to understand various perspectives and listen to others without conveying judgment.
10. Excellent problem solving, priority setting, and organizational abilities.
11. Complete annual WIC trainings, and continuing nutrition and breastfeeding education requirements
12. Use Microsoft Outlook and other electronic communication tools to coordinate work, and training requirements.
13. Ability to work with a variety of computer programs, including, but not limited to, Microsoft Suite -Word, Excel, and Outlook.
14. Ability to lift and lower a child weighing up to 35 pounds onto a surface more than 4 feet high with or without accommodation.

NECESSARY SPECIAL QUALIFICATIONS:

Bilingual Spanish is highly desired.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Computer, telephone, stadiometer, length boards, , fax, copy machine, printer, scale, charts, files, head measuring device and presentation equipment. Hemocue-Hematocrit machine, finger poke and pulse oxygen machine that measures hemoglobin.



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PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	* Hours Per Day
C = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	* Days Per Week
		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Work Pattern (continued)

This job is considered LIGHT by the US Department of Labor, but adjusted to MEDIUM for this position.

*Work days and hours will vary based on business need. The employee may need to work weekend and evening hours.

Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-10 35*				Up to 1 min./time, 30 min. total while manipulating boxes of checks (food vouchers 10 lbs.), breast pumps, (10 lbs.), boxes of gloves(1-2 lbs.), ream of paper, bags of formula (10 lbs.) medical supplies(10 lbs.). *Rarely (1-2x per shift) may need to lift a child on to a scale when a parent is not able to (recent caesarian section, disabled, etc.). Must also be able to keep a child from falling off an elevated platform.
Lifting waist–shoulder		1-10 35*				Up to 1 min./time, 30 min. total while manipulating boxes of checks (food vouchers 10 lbs.), breast pumps, (10 lbs.), boxes of gloves(1-2 lbs.), ream of paper, bags of formula (10 lbs.) medical supplies(10 lbs.). *Rarely (1-2x per shift) may need to lift a child on to a scale when a parent is not able to (recent caesarian section, disabled, etc.). Must also be able to keep a child from falling off an elevated platform.
Lifting above shoulder		1-10				Up to 10 sec./time, 1 min. total while manipulating boxes of supplies to place/remove on upper shelves.



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Physical Demands			Frequency					Activity Description
			N	S	O	F	C	
Carry (Distance/Surface)		1-10 20*						Up to 100'/time, 15 min. total while carrying boxes of checks (food vouchers 10lbs.), breast pumps, (10 lbs.), boxes of gloves(1-2 lbs.), ream of paper (5 lbs.), bags of formula (10 lbs.), medical supplies (10 lbs.). *Up to 100' ft./time, with up to 20 lbs., once per day when carrying a small child from a an examination room to the waiting room.
Pushing/Pulling (Distance/Surface)		1-30						Up to 10 sec./time, 5 min. total while opening/closing doors and drawers, as well as when setting up classes (tables & chairs 30 lbs.).

Physical Demands			Frequency					Activity Description
			N	S	O	F	C	
Sitting							X	Up to 30 min./time, 6 hrs. total, on an office chair or stool, while answering telephones, scheduling appointments, speaking with clients at the front desk and performing computer duties and printing checks (food vouchers).
Standing				X				Up to 15 min./time, 45 min. total while conversing with coworkers, providers, parents and patients; as well as teaching classes (such as cooking class).
Walking					X			Up to 5 min./time, on flat linoleum/carpeted surfaces, 2 hrs. total while traversing within the clinic public health facility.
Perform Work on Ladders			X					
Climbing				X				Up to 3 stairs/time, 2x day.
Balancing			X					
Stooping / Bending				X*				Up to 2 min./time, 30-45 min. total while interacting with children, reaching for items on low shelves and in low cabinets; measuring clients and reaching for presentation materials. *The employee can reduce bending/stooping by alternating with kneeling or crouching as needed. The employee can also sit or utilize a small chair as well.
Twisting at Neck				X				Up to 5 min./time, 30 min. total while administering hemoglobin needle prick tests or performing cooking classes.
Twisting at Waist				X				Up to 5 min./time, 30 min. total while administering hemoglobin needle prick tests or performing cooking classes.
Squatting / Kneeling				X*				Up to 2 min./time, 30-45 min. total while interacting with children, reaching for items on low shelves and in low cabinets; measuring clients and reaching for presentation materials. *The employee can reduce bending/stooping by alternating with kneeling or crouching as needed. The employee can also sit or utilize a small chair as well.
Crawling			X					



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	N	S	O	F	C	
Reach waist to shoulder			X			Up to 20 min./time, 2.5 hrs. total while scheduling appointments, writing, measuring clients, manipulating materials, utilizing printer and using materials.
Reach above shoulder		X				Up to 20 sec./time, 2 min. total while accessing objects and supplies on upper shelves and in cabinets.
Reach below waist		X				Up to 2 min./time, 45 min. total while interacting with children, reaching for items on low shelves in low cabinets, measuring clients and reaching for presentation materials.
Keyboarding				X		Up to 5 min./time, 3 hrs. total while charting and performing computer duties.
Wrist Flexion/Extension		X				Up to 1 min./time, 10 min. total while administering needle prick tests.
Handle/Grasp		X				Up to 5 min./time, 30 min. total while restraining a child during hemoglobin needle prick test or performing cooking classes.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 1 hr./time, 6 hrs. total while using a computer, typing, writing, wiping down scales, performing hemoglobin needle prick tests and manipulating documents/charts.
Hand Controls			X			Up to 1 min./time, 2 hrs. total while using a computer mouse and performing hemoglobin needle prick tests.
Foot Controls	X					Up to 1 hr./time, 2 hrs. total while driving a passenger vehicle with automatic transmission.
Repetitive Motion	X					Body Part: Cycles/hr:
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking					X	Up to 30 min./time, 7 hours total in a work shift while conducting cooking classes as well as interacting with clients and coworkers.
Hearing					X	Up to 2.5 hrs./time, 8 hrs. total while conducting cooking classes and interacting with clients. The employee must be able to hear the entire shift since they interact with the general public while working in a public health clinic that has patients that may have behavioral or mental health issues. Listens for telephone, coworkers and patients.
Visual – Near Acuity					X	Computer screen, documents and charts.
Visual – Far Acuity			X			Persons within clinic.
Visual – Depth Perception		X				Inspecting clients and identifying medical supplies.
Visual – Color Discrimination		X				Stocking supplies, performing visual inspection of child.
Visual – Accommodation	X					
Visual – Field of Vision			X			Interacting with patients, driving.
Exposure to Weather	X					
Extreme Cold	X					
Extreme Hot			X			Cooking classes.



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	N	S	O	F	C	
Wet and / or Humidity			X			Cooking classes.
Proximity to Moving Mechanical Parts		X				Blender for cooking classes.
Exposure to Explosives	X					
Atmospheric Conditions			X			Airborne illnesses.
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals		X				Cleaning supplies.
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					The work environment can vary from quiet to moderate while interacting with clients that may include screaming children.
Other:		X				Employee is exposed to children with special needs that may act out physically or demonstrate violent behavior. May work in medical facilities with exposure to various illnesses.

Analyst's Comments:

Possible Employer Modifications:

Update Comments (if applicable):

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Kyle Pletz, VRC, CDMS

Update (if applicable):

Vocational Consultant	Date	Vocational Consultant	Date

Employer Verification:

Employee Verification: (optional)

Name	Date	Name	Date



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MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: _____
- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a ☐ permanent basis or ☐ temporary basis.
- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- ☐ Attending Physician ☐ Consulting Physician ☐ Pain Program Physician
- ☐ IME Physican ☐ PCE Therapist ☐ OT / PT Therapist ☐ PEP Physician