

I. Nutrition Aide Series:

Nutrition Aide I  
Nutrition Aide II

II. Summary of Series:

Incumbents of positions in this series teach food, and nutrition related subject matter to low-income individuals, using a competency-based curriculum, especially those with young families. Incumbents assess program participants knowledge, skills or behaviors to determine educational needs; refer program participants to appropriate outside agencies; recruit program participants and other family members to participate in other educational programs offered by Cooperative Extension; attend local/regional/state trainings and meetings; and perform related work as required.

III. Organizational Levels:

Nutrition Aide I is the entry-level service job in this series. Nutrition Aide II is first level supervisory job in this series.

IV. Examples of Duties Common To All Levels In Series:

1. Using a competency-based curriculum, teaches food and nutrition related subject matter to low-income participants of various ethnic backgrounds, especially those with young children; teaches participants individually and/or in groups; recruits and enrolls participants through home visits, community agency referrals and presentations at group meetings.
2. Assesses participants' knowledge, skills and/or behaviors to determine food and nutritional needs; identifies food and nutrition-related needs and implements educational plan to meet needs including standardized instruction in basic nutrition, food budgeting, menu planning, food preparation, safety and sanitation.
3. Evaluate participants' progress and determine the participants' progression through a set of identified competencies; completes and maintains required records and reports on each participant; encourages participants to utilize assistance of other community services.

4. Prepares and submits weekly work schedules; revises and updates weekly work schedule to insure accuracy; attends staff meeting and inservice training programs (unit, regional and state).
5. Recruits youth of program participants and low income neighborhoods to participate in 4-H EFNEP food and nutrition-related educational experiences; assists in recruitment and training of volunteers for youth and adult programs.
6. Refers participants to supervisor for potential involvement in other Extension programs; refers volunteers for youth and adult programs to supervisor for orientation and training.
7. May assist in making public aware of program's services through local media such as television, radio, newspapers, and publications.

V. Differences Between Levels In Series:

Nutrition Aide I:

None.

Nutrition Aide II:

Incumbent of position at this level also:

1. Assists in initial and ongoing trainings of Extension and other federally funded nutrition program personnel; assists in organizing and coordinating educational materials.
2. Serves as liaison between unit and community agencies; assists in developing and maintaining referral systems with community agencies; represents unit on interagency councils as required.
3. Reviews unit records and reports; observes staff's teaching techniques; provides guidance as appropriate to unit staff.
4. Functionally supervises the activities of aides, clerical and volunteer staff, by assigning work, monitoring performance, assessing training needs and motivating staff.

VI. Relationships With Others:

Major work contacts are with program participants, community agencies, and Extension staff.

VII. Supervision Received:

Nutrition Aide I:

Incumbents of positions at this level receive direct supervision from an employee of higher grade who provides instructions, assign work and review performance through written and oral reports for compliance with applicable policies, procedures and instructions.

Nutrition Aide II:

Incumbents of position at this level receive general supervision from an employee of higher grade who provides guidance, assign work and review performance through written and oral reports for compliance with applicable policies and procedures.

VIII. Supervision Exercised:

Nutrition Aide I:

None.

Nutrition Aide II:

Incumbent of position at this level may exercise through a direct supervision over entry-level staff assigning work, reviewing performance, and approving weekly itineraries for 1-15 employees.

IX. Working Conditions:

Incumbents may travel for job-related purposes, and may work in economically and socially depressed areas.

X. Qualifications Required At Hire For All Levels In Series:

1. Basic knowledge of homemaking skills, including nutritional needs.
2. Ability to read, write, and comprehend the English language and ability to follow written and oral instructions.

3. Ability to perform simple numerical computations accurately; ability to prepare reports and maintain accurate records.
4. Ability to communicate effectively in oral expression; ability to deal tactfully with others.
5. Ability to establish rapport with persons from different ethnic, cultural and/or economic backgrounds.
6. Ability to exercise sound judgment.

Based on Assignment the Following May Be Required At Hire:

1. Ability to speak, read and write in specific foreign languages.
2. Ability to travel; ability to operate a motor vehicle.
3. Ability to plan, teach and evaluate.
4. Ability to understand and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.

Additional Qualifications Required At Hire For:

Nutrition Aide II Positions:

1. Ability to supervise, including planning and appropriate assigning of work, based on the capabilities of subordinate and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively.
2. Ability to maintain inventory and records and prepare reports.
3. Knowledge of office practices and procedures, including budgets.

XI. Qualifications Acquired On Job At All Levels In Series:

1. Knowledge of the laws, rules, regulations, policies, procedures, specifications, standards, and guidelines governing assigned unit activities.
2. Knowledge of other federally funded food and nutrition programs and their eligibility and enrollment criteria.

3. Knowledge of the types and availability of public and private community-based organizations and sources used for referrals.

Additional Qualifications Acquired On Job In Nutrition Aide II Positions:

1. Knowledge of the principles, practices and techniques of supervision.

XII. Minimum Entrance Requirements:

Nutrition Aide I:

None.

Nutrition Aide II:

Applicant must have at least (a) two years of full-time or equivalent part-time experience in nutrition work/food service in a nutrition program, government or private institution, hotel, restaurant, cafeteria, catering firm or (b) any equivalent combination of the required experience and the substitutions below.

Substitution:

A diploma, certificate or equivalency from a recognized trade, technical or vocational school at the high school level or higher and one year human service work in a field related to nutrition, diet or health.

XIII. Special Requirements:

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's license and access to automobile may be required.

