

Title: WIC Nutrition Educator  
Hours: Up to 24 hours a week  
Wage Range: \$19.46 to \$26.08 per hour  
Supervisor: WIC Coordinator  
Exempt Status: Non-Exempt

### **Job Summary:**

Women, Infants and Children (WIC) Supplemental Nutrition program provide nutrition education, breastfeeding promotion and support, and supplemental foods for pregnant women, breastfeeding women and families with children up to the age of 5 years. Under broad supervision, the Nutrition Educator provides direct services to WIC participants including determination of eligibility, enrollment, diet assessment and general nutrition and breastfeeding education/counseling.

### ***Supervisory Responsibilities:***

- None.

### ***Duties/Responsibilities:***

- Knowledge and understanding of WIC program policies and procedures
- Attend all WIC sites to provide direct client service
- Counsel participants in nutrition education
- Provide counseling guidance on nutrition, breastfeeding and health related topics using Participant Centered Education (PCE)
- Under the guidance of the RD, create and implement the nutrition education class outlines and scripts
- Practice good judgment and participant confidentiality
- Accurately evaluate the anthropometric, biochemical, dietary and other health related data when determining medical/nutritional risk and eligibility
- Prescribe the appropriate food benefit package
- Assist in providing and teaching nutrition and health classes in accordance with established lesson plans
- Implement nutrition care plan
- Identify highest priority risk to address in counseling session
- Document counseling sessions in the WIC WISE program using the appropriate screens
- Prepare and schedule appropriate follow up contacts in nutrition education plan
- Determine eligibility, enroll, recertify and disqualify participants
- Issuance of Food benefits
- Accurately document participants contacts, including enrollments, recertification and nutrition contacts
- Make decisions to disqualify participants based on eligibility requirements
- Prescribe and reissue food benefits as appropriate
- Void food benefits as appropriate
- Referrals to health and human services agencies
- Provide outreach to the county
- Answer phones, schedule appointments
- Assess participant's breastfeeding infant practices at individual education appointments
- Promote breastfeeding as the preferred method as infant feeding
- Exhibit a positive attitude about breastfeeding and demonstrate breastfeeding knowledge during interaction with participants
- Participate in breastfeeding promotion activities and trainings
- Complete 4 hours of CDPH WIC approved breastfeeding training annually
- Complete at least 4 hours CDPH WIC approved nutrition education training annually

- Help maintain a safe working environment for staff and clients
- Other related duties as assigned.

***Required Skills/Abilities:***

- Demonstrated proficiency to learn lactation education skills
- Demonstrated proficiency nutrition education counseling
- Excellent proficiency in Word, Excel, Google Workspace and Internet e-mail
- Above average writing and communication skills
- Ability to learn resources available

***Education and Experience:***

- AA in human service and 1 year experience in a comparable position or high school diploma or equivalent and 3 years' experience in comparable position
- 1 year experience providing case management and monitoring
- Must complete WIC Nutrition Assistant (WNA) training within twelve months of date of hire
- Must complete 20 hours of State IC approved breastfeeding training within 12 months of date of hire

***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Some driving required to outlying areas

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.***