

Upper Arkansas Area Council of Governments
WIC
Position Description

Job Title: Nutrition Educator
Program: WIC
Reports To: WIC Program Manager-Director
FLSA Status: Non-Exempt
Prepared By: Julie Peek
Prepared Date: February 22, 2023
Approved By:
Approval Date:

SUMMARY:

Performs public health nutrition work in delivering WIC services to clients. Because of the employee's experience, knowledge, and abilities and because of distance and time constraints, the WIC Educator is expected to work under minimal supervision and exercise independent judgement with a high degree of initiative within established procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Complete the WIC Certification Program within timelines defined by the State WIC Office.
- Counsel clients and families on nutritional needs with consideration of income, cultural and religious food patterns, home facilities, education levels, and other psychological factors.
- Collect and analyze nutrition and health assessments according to acceptable methods; interpret assessment to participants.
- Assist participants with individual nutrition plans; set appropriate goals with participant; follow up and document progress towards goals; reevaluate and establish new goals following protocols.
- Take accurate health assessments at specified intervals involving heights/lengths, weights, and hemoglobin measurements and accurately note this information.
- Provide full explanation of the WIC Program to participants to prevent participant misuse; explain the nutrition risk factors that pertain to the participant; explain purpose of the food package and the nutrients provided.
- Assess need for appropriate health care and social service programs; make individual referrals to health/social professional and follow up referrals.
- Make appropriate referrals to RN/RD for high-risk clients.
- Determine and tailor food package to individual needs; document tailoring; issue food benefits.
- Maintain confidentiality of participants and ensure that participants are treated equally with respect, compassion, and empathy.
- Ensure that all equipment is clean and maintained in working order.
- Order and maintain adequate inventory of office supplies, clinical supplies, forms, educational pamphlets, and other materials for the clinic site.
- Arrange outreach and publicity for the WIC Program with guidance/approval from the Program Manager-Director.
- Help orient and train other WIC paraprofessionals.
- Conduct end of the month bookwork and reports.
- Responsible for retail issues and monitoring as assigned by Program Manager-Director or Retail Coordinator.
- Attend trainings as required.
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to prepare forms, reports, and educational materials.
- Ability to operate standard office equipment.
- Ability to prepare and maintain accurate records.
- Ability to work with height/length, weight, and measuring devices.

- Ability to obtain blood sample for hemoglobin testing.
- Knowledge of interviewing and counseling techniques.
- Knowledge of nutrition and nutritional concepts.
- Knowledge of general computer and keyboarding skills.
- Skills in verbal and written communication.

ADDITIONAL INFORMATION:

Caseload and program funding determine number of hours per pay period. Actual time worked is influenced by program needs; evening and weekend hours may be required.

Travel is a routine part of the position. Must have a valid Colorado Driver's License and insurance and must have routine access to an operable vehicle.

Pay increases are subject to funding and a rating of standard or above on yearly evaluation. Evaluations are also based on counseling skills.

UAACOG and WIC policies and procedures govern employee activities.

UAACOG is an Equal Employment Opportunity Employer.