

WRIGHT COUNTY COMMUNITY ACTION JOB DESCRIPTION

POSITION TITLE: WIC NUTRITION TECHNICIAN

POSITION PURPOSE: The WIC Nutrition Technician's primary role is to help carry out the goals and objectives of the WIC Program. That the delivery of program services are performed in compliance with federal, state and local Agency policies and procedures. The WIC Nutrition Technician is responsible for assessing income, and documentation of nutrition related activities such as health screening, nutrition education and client referrals in the WIC program.

DUTY STATION: WCCA Offices – Maple Lake; Assigned Clinic Locations
HOURS PER WEEK: 24-40 hours a week Monday through Friday
SUPERVISOR: WIC Program Co-Coordiators

DESIRED SKILLS AND QUALIFICATIONS:

1. Degree in nutrition, dietetics or other similar qualified professional field.
2. Ability or experience in nutrition related activities such as nutrition assessment, nutrition education and breastfeeding counseling.
3. Must have ability to know or learn community resources, child and health development.
4. Evaluate height, weight, and lab values.
5. Ability to maintain program records, and proper documentation.
6. Ability to work independently and as part of a team. Must be able to be flexible and possess critical thinking skills.
7. Must be able to work with low-income families and children.
8. Must have access to transportation for regular job related travel.
9. Skill in using computers and related software applications.
10. Must possess strong communication skills, strong people skills, both verbal and written
11. Bilingual language skills a plus but not necessary, does need ability to work with different cultures and backgrounds.

I. General Responsibilities:

The Nutrition Technician is responsible for assisting with the on-going development, implementation and documentation of nutrition, breastfeeding, child development, referrals, health screening and other related activities in the WIC program. This position conducts supervised client certifications and is responsible for assisting with a variety of nutrition related record keeping.

II. Specific Responsibilities:

- A. Completion of all required HuBert training modules during the probationary period.

- Complete Security Training within 6 months
 - Complete Civil Rights Training within 6 months
- B. Conducts nutrition assessment for WIC clients by completing:
- Assess participant income, which includes obtaining ID and assessing residency.
 - Evaluates height, weight, and lab value.
 - Evaluates health history and nutrition assessment.
 - Evaluates and assess all nutrition risks.
- C. Deliver individual nutrition and breastfeeding education, vouchers for supplemental foods, client referral and follow-up information.
- Prescribe supplemental food packages, assess need for breast pump and supplies and issues in accordance with federal, state and local policy and procedures.
 - Knowledge of public health programs, social services, and client needs.
 - Knowledge of principles and practices of nutrition, breastfeeding physiology, anatomy, and counseling techniques.
 - Ability to interact effectively and professionally with persons from a diverse cultural socioeconomic, education, racial, ethnic and professional background: managers, co-workers, and members of the public and professional groups.
- C. Assist with filing, on-going record keeping, scheduling of appointments, phone follow up of appointment, missed voucher pick up and documentation as required under federal and local guidelines.
- D. Assist with clinic preparation, set up and clinic take down.
- E. Assist with voucher issuance and security.
- F. Issue and maintain inventory of returned formula, breast pumps and supplies, and educational material according to policy.
- G. Prepare, provide, and distribute public information, outreach and recruitment as appropriate for the WIC program and other WCCA programs
- H. Understand, accurately interpret, and implement program rules, regulations, and guidelines.
- I. Other duties as assigned.

Confirmation of Understanding:

I verify that I have received and read my full job description and understand the scope of my responsibilities in this role and my commitment to Wright County Community Action.

Print Name _____

Signature of Employee _____ **Date** _____