

## Pregnancy Aid of Snohomish County

### Job Description

Title: Farmers Market Nutrition Program (FMNP) Project Assistant

Immediate Supervisor: WIC Coordinator

Position Description: The FMNP Project Assistant plans and implements issuing FMNP benefits to WIC clients.

Major Areas of Responsibility:

- Issue FMNP benefits
- Plan and provide fruit and vegetable nutrition education
- Properly document client contacts in client services information system
- Help maintain a clean and welcoming environment in the WIC clinic

Primary Objectives:

- To issue FMNP benefits to eligible WIC clients; explaining how and where to use
- To promote shopping for fruits and vegetables at a farmers market to WIC clients
- To promote good health and nutrition to WIC clients
- To perform all WIC FMNP tasks in accordance with WIC FMNP policy
- To create an office environment in which participants will be influenced to make positive behavior changes

Specific Responsibilities

- Regular and punctual attendance as assigned by the clinic schedule
- Interview and assess FMNP eligibility using client centered techniques
- Accurately issue FMNP benefits
- Explain how FMNP benefits can be used
- Provide appropriate nutrition education
- Complete all client records for each day's work in a timely manner
- Maintain knowledge of current WIC FMNP policies
- Compile data and submit reports as required
- Disinfect office equipment and clean waiting room and other client areas
- Attend and actively participate in WIC staff meetings
- Attend and actively participate in trainings and meetings as required by State WIC office or Pregnancy Aid

- Seek out other duties beyond specific assigned tasks
- Be available to help with other tasks as requested to further the efficiency of the clinic

#### Job Requirements

The FMNP Project Assistant must possess a high school diploma or GED, and complete State WIC office and Pregnancy Aid on-the-job training.

#### Physical Demands

- Requires sufficient mobility to access various work locations.
- Requires ability to utilize a computer and other office and audiovisual equipment.
- Requires ability to lift and carry up to 20 pounds.