

## Pregnancy Aid of Snohomish County

### Job Description

Title: WIC Nutritionist

Immediate Supervisor: WIC Coordinator

Position Description: The WIC Nutritionist assures quality nutrition education in the WIC Program.

Major Areas of Responsibility:

- Develop a nutrition care plan for high risk WIC clients
- Perform WIC certifications of WIC applicants and clients
- Properly document client contacts in client management computer program (Cascaded)
- Ensure nutrition education for all WIC clients
- Assist in nutrition education training of WIC staff
- Remain up-to-date in the field of nutrition and community resources, and to share that knowledge with WIC staff
- Coordinate with other Nutritionists to submit and implement the annual Nutrition Services Plan

Primary Objectives:

- To promote good health and nutrition to WIC clients and WIC staff
- To perform all WIC tasks in accordance with WIC policy
- To create a clinic environment in which clients will be influenced to make positive behavior changes

Specific Responsibilities

- Regular and punctual attendance as assigned by the clinic schedule
- Accurately perform anthropometric and hematological measurements
- Interview high risk clients and document high risk care plan
- Interview and conduct assessments on applicants and clients for WIC certification using client centered techniques
- Provide appropriate nutrition education
- Accurately issue WIC benefits
- Complete all client records for each day's work in a timely manner
- Maintain knowledge of current WIC policies
- Contact outside agencies as needed to coordinate care
- Plan or assist nutrition classes for WIC clients, as needed

- Assess and maintain appropriate nutrition messages throughout the WIC clinic
- Coordinate with other nutritionists for ordering and reviewing nutrition education materials
- Compile data and submit reports as required
- Attend and actively participate in WIC staff meetings
- Prepare and present nutrition education training to staff at staff meetings
- Attend and actively participate in trainings and meetings as required by State WIC office or Pregnancy Aid
- Prepare Nutrition Services Plan in conjunction with other nutritionists as required by the State WIC office and ensure planned activities happen
- Precept dietetic interns
- 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 WIC Nutritionist must be a Registered Dietitian, or have a Master's degree in nutrition or public health nutrition.

#### 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.
- Requires manual dexterity to obtain anthropometric and hematological measurements.