

SAMPLE JOB DESCRIPTIONS

LOCAL WIC PROGRAM COORDINATOR

QUALIFICATIONS:

A Master's degree from an institution accredited by a recognized regional accrediting body in either public health, health administration, administration, business administration, or a health science. A Bachelor's degree from an institution accredited by a recognized regional accrediting body (preferably with courses in the administrative sciences), and one year of full time employment planning or administering a program, including supervising personnel, or any combination of the above experience and training totaling six years. A Bachelor's degree will count for four years and a Master's degree an additional one year. Non-supervisory professional level experience in a WIC Program may be substituted for up to two years.

DESCRIPTION OF WORK:

Responsible for the overall operation of a local WIC Program. Ensures all components of a local WIC Program are carried out in an effective and efficient manner.

***The Program Coordinator MUST spend at least eight (8) hour per month at each permanent site and four (4) hours per quarter at each satellite site.**

Examples of Duties:

- ❖ Develops an annual local agency plan and budget in compliance with Federal and State regulations and guidelines, in collaboration with Program and Site Nutritionist and Breastfeeding Coordinator(s) as appropriate.
- ❖ Assures that the local program adheres to all Federal and State regulations and guidelines.
- ❖ Assures adherence to good fiscal management practices
- ❖ Ensures accurate and timely submission of State agency required reports.
- ❖ Oversees proper certification of eligible applicants.
- ❖ Assures that procedures are in place for individuals to receive or are provided referrals to health services, breastfeeding promotion and support services
- ❖ As needed, provides direct WIC Program services to eligible participants.
- ❖ Directs and coordinates a referral system with health care providers and other community health and nutrition programs.
- ❖ Directs all aspects of the local program component of the food delivery system including:
 - ✓ Distribution of the WIC benefits to participants.
 - ✓ Assurance of safeguards for WIC benefits.
- ❖ Assures that procedures are in place, which will maximize the participation of individuals in nutrition education programs offered by the local program.
- ❖ Formulates outreach systems to target program services to the neediest individuals.
- ❖ Develops criteria for evaluation, conducts evaluation and assessment of program.
- ❖ Other duties as assigned.

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LOCAL WIC PROGRAM NUTRITIONIST

QUALIFICATIONS:

A Master's degree from an institution accredited by a recognized regional accrediting body in nutritional sciences, community nutrition, clinical nutrition, dietetics, public health nutrition, home economics with a major in foods and nutrition and one year of responsible experience in nutrition in a health agency or health care facility, OR

A Bachelor's degree from a four-year institution accredited by a recognized regional accrediting body with a major in foods and nutrition, community nutrition, nutrition education, or nutritional sciences and two years of responsible experience in nutrition in a health agency or health care facility.

Successful completion of a Commission on Accreditation/Approval of Dietetics Education (CAADE) accredited/approved supervised practice program (e.g., a Coordinated Program, Dietetic Internship or Approved Pre-Professional Practice/AP4 Program) or a Master's degree in nutrition education can qualify for one year of work experience. Persons with a Master's degree in nutrition who do not have a Bachelor's degree in foods and nutrition must have successfully completed the equivalent subject matter at the graduate level to compensate for any courses not completed at the undergraduate level.

DESCRIPTION OF WORK:

Responsible for the nutrition and breastfeeding promotion and support services component of the local WIC Program.

At least 50% of time allocated to the provision of direct nutrition and breastfeeding promotion and support services and no more than 50% dedicated to administrative duties.

***The Program Nutritionist is the WIC service area "nutrition team lead" and must be present at least eight (8) hours per month at each permanent site.**

Examples of Duties:

- ❖ Develops the nutrition and breastfeeding promotion and support services component of the annual local agency plan. Ensures compliance with Federal and State regulations and guidelines. Encouraged to work with the Site Nutritionist and/or local agency Breastfeeding Coordinator.
- ❖ Participates in the development of the nutrition and breastfeeding promotion and support services budget.
- ❖ Implements the nutrition and breastfeeding promotion and support services component of the local agency plan.
- ❖ Assures proper certification of eligible applicants.
- ❖ As a Competent Professional Authority (CPA) on the staff of the local program, conducts a complete WIC nutrition assessment, determines and documents nutritional risk of WIC participants, as appropriate develops and follow-up on care plans for high-risk participants.

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- ❖ Is responsible for the appropriate assignment and tailoring of WIC food packages for participants
- ❖ Other duties as assigned.

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LOCAL WIC SITE NUTRITIONIST

QUALIFICATIONS:

A Master's degree from an institution accredited by a recognized regional accrediting body in nutritional sciences, community nutrition, clinical nutrition, dietetics, public health nutrition, home economics with a major in foods and nutrition and one year of responsible experience in nutrition in a health agency or health care facility, OR

A Bachelor's degree from a four-year institution accredited by a recognized regional accrediting body with a major in foods and nutrition, community nutrition, nutrition education, or nutritional sciences and two years of responsible experience in nutrition in a health agency or health care facility.

Successful completion of a Commission on Accreditation/Approval of Dietetics Education (CAADE) accredited/approved supervised practice program (e.g., a Coordinated Program, Dietetic Internship or Approved Pre-Professional Practice/AP4 Program) or a master's degree in nutrition education can qualify for one year of work experience. Persons with a Master's degree in nutrition who do not have a bachelor's degree in foods and nutrition must have successfully completed the equivalent subject matter at the graduate level to compensate for any courses not completed at the undergraduate level.

DESCRIPTION OF WORK:

Responsible for the nutrition and breastfeeding promotion and support services component for one local agency site, for a local WIC Program with multiple permanent sites.

At least 80% of time allocated to the provision of direct nutrition and breastfeeding promotion and support services and no more than 20% dedicated to administrative duties.

Examples of Duties

- ❖ In cooperation with the Program Nutritionist and local agency Breastfeeding Coordinator develops the nutrition and breastfeeding promotion and support services component of the annual local agency plan in compliance with Federal and State regulations and guidelines.
- ❖ Participates in the development of the nutrition and breastfeeding promotion and support services budget.
- ❖ Implements the nutrition and breastfeeding promotion and support services component of the local agency plan.
- ❖ Assures proper certification of eligible applicants.
- ❖ As a Competent Professional Authority (CPA) on the staff of the local program, conducts a complete WIC nutrition assessment, determines and documents nutritional risk of WIC participants; as appropriate develops and follows-up on care plans for high-risk participants. Is responsible for appropriate assignment and tailoring of WIC food packages for WIC participants.
- ❖ Other duties as assigned

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LOCAL WIC NUTRITIONIST

QUALIFICATIONS:

A Bachelor's degree from a four-year institution accredited by a recognized regional accrediting body with a major in foods and nutrition, community nutrition, nutrition education, or nutritional sciences. Preferably has credentials of a Registered Dietitian (R.D.) or eligibility with the Academy of Nutrition and Dietetics' Commission on Dietetic Registration; if applicable, has State license or certified as a nutritionist/dietitian **OR**

A Master's degree from an institution accredited by a recognized regional accrediting body in nutritional sciences, community nutrition, clinical nutrition, dietetics, public health nutrition, home economics with a major in foods and nutrition.

Persons with a Master's degree in nutrition who do not have a Bachelor's degree in foods and nutrition must have successfully completed the equivalent subject matter at the graduate level to compensate for any courses not completed at the undergraduate level.

DESCRIPTION OF WORK:

Responsible for providing direct nutrition services, including nutrition assessment, education breastfeeding promotion and support and referrals to WIC participants.

Examples of Duties

- ❖ As a Competent Professional Authority (CPA) on the staff of the local program, conducts a complete WIC nutrition assessment, determines and documents nutritional risk of WIC participants.
- ❖ Is responsible for appropriate food package assignment and tailoring for of WIC participants.
- ❖ Assures proper certification of eligible applicants.
- ❖ Assists with the implementation of the nutrition and breastfeeding promotion and support component of the local agency plan.
- ❖ Assists with meeting State and local objectives.
- ❖ Provides nutrition education, counseling and breastfeeding support appropriate to the WIC participant.
- ❖ As a Competent Professional Authority (CPA) on the staff of the local program, conducts a complete WIC nutrition assessment, determines and documents nutritional risk of WIC participants as appropriate develops and follow-up on care plans for high-risk participants.
- ❖ Is responsible for the appropriate assignment and tailoring of WIC food packages for participants;
- ❖ Other duties as assigned.

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LOCAL WIC NUTRITION ASSISTANT/AIDE I

QUALIFICATIONS:

Demonstration of the following to the satisfaction of the WIC Program Nutritionist:

- ❖ High school diploma or GED equivalency.
- ❖ At least one year of experience working in a medical office or performing clerical duties.

AND

- ❖ The ability to communicate clearly both orally and in writing
- ❖ The ability to establish rapport with individuals and small groups
- ❖ Successful completion of WIC paraprofessional training program within one year of appointment to the position.

DESCRIPTION OF WORK:

Provides nutrition education to low-risk child participants and conduct second nutrition education contacts either individually or in a group setting as designed by the Program Nutritionist, e.g. infant groups including Introduction of Solids, children groups (Building Iron Strong Blood, Being Active with your Child, etc.) and prenatal breastfeeding groups as deemed appropriate. Provides WIC Program participant services including scheduling appointments and updating demographic data and responding to calls.

Examples of Duties:

Assists in the certification of WIC applicants by performing the following activities:

- ❖ Interviewing to obtain basic demographic data such as name, address, and contact information; verifying identity, residency, and income eligibility by reviewing paperwork presented; entering all data into CT-WIC.
- ❖ Performs follow up phone calls for missed appointments.
- ❖ Answers WIC phone, handles calls for requests for general information, rescheduling appointments, lost WIC food benefits, etc. as assigned by local WIC Program Coordinator.
- ❖ Performs necessary paperwork, as assigned, including maintaining participant files and accurate documentation.
- ❖ May assist in the preparation of materials (e.g., newsletters), visual aids (e.g., bulletin boards or program displays), and activities (e.g., health fairs) in conjunction with other local agency staff.

Provides nutrition care for low-risk children at follow-up, including all aspects of:

- ❖ Collects and enters information for the certification process that includes anthropometric and hematological data collection and plot on the appropriate growth chart.
- ❖ Provide and document general participant-centered nutrition education including individual/family sessions and facilitated group discussions (low risk participants only).

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- ❖ Provide and document referrals to health and social service programs and appropriate documentation of follow-up.
- ❖ Adequately documents participant contacts to ensure continuity of care, clearly identifying where participants are in the process of change, agreed upon goals and other pertinent information essential for supporting participants.
- ❖ Promotes breastfeeding as the normal infant feeding method
- ❖ Assists in the preparation of nutrition education materials (e.g. newsletters, pamphlets), visual aids (e.g. bulletin boards, displays) and activities (e.g. classes).
- ❖ Attends and participates in all training and continuing education sessions offered by the State WIC Program.
- ❖ Other duties as assigned.

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LOCAL WIC NUTRITION ASSISTANT/AIDE II

QUALIFICATIONS:

Demonstration of the following to the satisfaction of the WIC Program Nutritionist:

- ❖ High school diploma or GED equivalency.
- ❖ At least one year of experience working in a medical office. Or at least one year performing the duties of a Nutrition Assistant/Aide I in a local WIC agency.

AND

- ❖ The ability to communicate clearly both orally and in writing
- ❖ The ability to establish rapport with individuals and small groups
- ❖ Successful completion of WIC paraprofessional training program within one year of appointment to the position.

The transition from a NA I to NA II is a promotion opportunity based on both availability of the NA II position and recommendation from the Program Nutritionist and Coordinator.

DESCRIPTION OF WORK:

(Perform all duties of Nutrition Assistant/Aide I)

Responsible for WIC Program participant services including scheduling appointments, updating demographic data and responding to calls. Provide second nutrition education contacts for low-risk child participants (3-5 years of age) in individual or group sessions as designed by the Program Nutritionist, e.g. infant groups including introduction of solids, children groups and prenatal breastfeeding groups as deemed appropriate. Perform nutrition assessment (certification and mid-certification) including diet and health assessment, risk assignment, food package tailoring, nutrition education, documentation and establishing health or nutrition goals with participant. Will work closely with local agency mentor to ensure continued growth occurs in order to meet participant and programmatic needs. Monitoring and coaching will occur on a regular basis.

Examples of Duties:

Assists in the certification of WIC applicants by performing the following activities:

- ❖ Interviewing to obtain basic demographic data such as name, address, and contact information; verifying identity, residency, and income eligibility by reviewing paperwork presented; entering all data into CT-WIC.
- ❖ Performs follow up phone calls for missed appointments.
- ❖ Answers WIC phone, handles calls for requests for general information, rescheduling appointments, lost WIC benefits, etc. as assigned by local WIC Program Coordinator.
- ❖ Performs necessary paperwork, as assigned, including maintaining participant files and accurate documentation.
- ❖ May assist in the preparation of materials (e.g., newsletters), visual aids (e.g., bulletin boards or program displays), and activities (e.g., health fairs) in conjunction with other local agency staff.

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Provides nutrition care for low-risk children at certification and follow-up, including all aspects of:

- ❖ Collection and entering information for the certification process that includes anthropometric and hematological data collection and plotting on the appropriate growth chart.
- ❖ Provides and documents general participant-centered nutrition education including individual/family sessions and facilitated group discussions (low risk participants preferably).
- ❖ Provides and documents referrals to health and social service programs and appropriate documentation of follow-up.
- ❖ Documents participant contacts as outlined in the WIC Nutrition Services Documentation Guidance to ensure continuity of care, including identifying where participants are in the process of change, agreed upon goals and other pertinent information essential for supporting participants.
- ❖ Promotes breastfeeding as the normal infant feeding method.
- ❖ Assists in the preparation of nutrition education materials (e.g. newsletters, pamphlets), visual aids (e.g. bulletin boards, displays) and activities (e.g. classes).
- ❖ Attends and participates in all training and continuing education sessions offered by the State agency.
- ❖ Conducts a complete WIC nutrition assessment, to determine program eligibility and prescribe appropriate food packages for low risk children 3-5 years old.
- ❖ Prescribes tailors, authorizes and issues food packages that do not require medical documentation (for children 3-5 years old).
- ❖ Identifies and refers (yields) participants to Nutritionist when an issue or concern is beyond the established scope of practice.
- ❖ Tracks participants' progress and document outcomes.
- ❖ Other duties as assigned.

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LOCAL WIC PROGRAM ASSISTANT

The classification of WIC Program Assistant includes all clerical and secretarial personnel paid for in whole or in part by the local WIC Program. Program Assistants hired by the WIC Program need to have the ability to communicate clearly orally and in writing in English, and in another language when deemed appropriate. In addition, the ability to perform basic computer and telephone skills is needed.

QUALIFICATIONS:

High school diploma or GED equivalency.

At least one year of experience working in a medical office or performing clerical duties.

Demonstration of the following:

The ability to communicate clearly both orally and in writing in English, and another language when deemed appropriate, and

The ability to establish rapport with individuals

In addition, WIC Program Assistants need to have the ability to perform basic computer and telephone skills, as well as to complete basic clerical tasks.

DESCRIPTION OF WORK:

Assists with providing WIC Program participant services including scheduling appointments and updating demographic data and responding to phone calls.

Examples of Duties:

- ❖ Assists in the certification of WIC applicants by performing the following activities:
Interviewing to obtain basic demographic data such as name, address, and contact information; verifying identity, residency, and income eligibility by reviewing paperwork presented; entering all data into the CT-WIC.
- ❖ Performs follow up phone calls for missed appointments.
- ❖ Answers WIC phone, handles calls for requests for general information, rescheduling appointments, lost WIC benefits, etc. as assigned by local WIC Program Coordinator.
- ❖ Performs necessary paperwork, as assigned, including maintaining participant files and accurate documentation.
- ❖ May assist in the preparation of materials (e.g., newsletters), visual aids (e.g., bulletin boards or program displays), and activities (e.g., health fairs) in conjunction with other local agency staff.
- ❖ Other duties as assigned.

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LOCAL WIC BREASTFEEDING PEER COUNSELOR

This classification includes mothers (preferably those with present or past WIC participation) who have personal experience with breastfeeding and are trained to provide basic breastfeeding information and support to other WIC mothers with whom they share various characteristics.

QUALIFICATIONS:

- ❖ The ability to communicate clearly both orally and in writing
- ❖ The ability to establish rapport with individuals and small groups
- ❖ A paraprofessional and mother who does not have professional training in health, nutrition or clinical management of breastfeeding.
- ❖ Is currently breastfeeding and/or has breastfeed one baby for at six months.
- ❖ Is recruited and hired from the local WIC's target population of low-income women of child bearing age and shares characteristics with a majority of the WIC participants served at the local agency, including race/ethnicity and socioeconomic status.
- ❖ Speaks the common languages(s).
- ❖ Has participated in, is participating in or would be eligible for the WIC program.
- ❖ Has reliable transportation.
- ❖ Is enthusiastic about breastfeeding and wants to help other mothers enjoy a positive experience.

DESCRIPTION OF WORK: Upon successful completion of the USDA's breastfeeding curriculum (Level 2) Peer Counselors provide mother to mother support and they yield to a Designated Breastfeeding Expert (DBE) as needed. Peer will be primarily trained by appropriate local agency staff. State breastfeeding staff will assist with training as needed.

Examples of Duties:

- ❖ Attends a series of breastfeeding trainings and classes.
- ❖ Manages a caseload of WIC participants and makes routine, periodic contacts consistent with the WIC Peer Counseling Protocols or more frequently based on the individual participant's needs. Provides basic breastfeeding information and support to prenatal and postpartum WIC participants that includes basic breastfeeding information and support includes supporting "normal" breastfeeding, benefits of breastfeeding, getting breastfeeding off to a good start and overcoming common barriers.
- ❖ Counsels prenatal and breastfeeding WIC participants in various locations including at the WIC office, telephone, text messaging, (home visits, and/or hospital-only if applicable).
- ❖ Follows WIC confidentiality requirements.
- ❖ Keeps timely and accurate records of all contacts in CT-WIC.
- ❖ Yields or refers participants, according to local agency established protocols, to WIC Nutritionist with CLC or IBCLC, WIC nutritionist, DBE, Health Care Provider, other community Lactation Services as necessary.
- ❖ Attends and assists with prenatal group education and breastfeeding support groups if applicable.

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- ❖ Is a paid member of the WIC staff. Attends WIC staff meetings and breastfeeding conferences/workshops as appropriate.
- ❖ Reads assigned books and materials on breastfeeding.
- ❖ Assists WIC staff in promoting various breastfeeding activities as needed.
- ❖ Available during non-traditional WIC clinic service hours, if applicable.