



West Virginia
Nutrition Associate

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|--------------|-----------------------------------------------------------------------|------------------------|-----------------|
| SALARY | \$2,541.83 - \$4,702.33 Monthly \$30,502.00 - \$56,428.00 Annually | LOCATION | Wood County, WV |
| JOB TYPE | Full-Time Permanent | JOB NUMBER | MIDOHV2517 |
| DEPARTMENT | MOVH - Mid Ohio Valley Health Department | OPENING DATE | 08/22/2025 |
| CLOSING DATE | 9/1/2025 11:59 PM Eastern | LOCATION OF VACANCY | WOOD |

Nature of Work

Posting #: MIDOHV2517
Position #: HH66P022
Vacancies: 1
Wood County

Under general supervision at the full-performance level, this position performs paraprofessional work for the West Virginia Women, Infants and Children (WIC) program including determining income eligibility, health screening, referrals to health and human service programs, basic nutrition education and breastfeeding education. The incumbent will provide basic nutrition and breastfeeding assessment, education and counseling to groups and individuals. The incumbent will certify participants in the WIC program and provide breastfeeding counseling to WIC participants which are governed by federal regulations and state and local policies and procedures. Perform related work as required.

Examples of work may include, but not limited to the following:

- Assists with providing information about healthful foods, food buying and food preparation.
- Assists in nutrition education and breastfeeding support activities of low nutrition risk WIC participants
- Prepares materials and lesson plans to distribute throughout the nine counties served by WIC in the Mid Ohio Valley, as well as ordering and maintaining inventory of educational materials and supplies.
- Verifies applicant identity, residency, and income by state and federal guidelines for WIC Program and WIC Farmers Market Nutrition Program (FMNP) eligibility.
- Conducts health surveillance laboratory duties, including, acquiring and recording hematological measurements, acquiring and plotting anthropometric measurements, explains procedures to clients and maintains and calibrates medical equipment.
- Uses variety of computer programs such as Microsoft Office, Google Suite, WIC eligibility and benefit issuance Management Information Systems, as well as various State Databases.
- Participates in community outreach events to promote WIC agency.
- Provides clerical support and office coverage for regional, multi-departmental office as needed.
- Other related duties as assigned.

Minimum Qualifications

Training: Associate degree from a regionally accredited college or university with a major in a health, nutrition, child development, or behavioral sciences field.

OR

Substitution: Successful completion of 60 semester hours from a regionally accredited college or university with at least 12 semester hours in health, nutrition, child development, or behavioral sciences field may substitute for the required training.

Other Information

PG: 12 \$30,502 - \$56,428
Market Rate: \$49,718

This job posting is ONLY for current and former eligible state employees to apply.
If you are NOT a current or former eligible employee, please visit our website, <https://personnel.wv.gov/Pages/default.aspx>, to view and apply online for job titles opened to receive applications from the public.

Applications MUST be submitted directly to the contact listed below by email.

Please email applications to: Emily.E.Melrose@wv.gov

Please include posting number MIDOHV2517 on your application.

Click on this link, [Do you qualify to apply internally?](#), for instructions. You will find links to the fillable PDF internal application, instructions on printing your online account application (if you have one, it is not required), and the internal job posting page.

Employer

West Virginia

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Address

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Charleston, West Virginia, 25305

Website

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