

WIC Nutrition Associate (Oak Hill, West Virginia)

Nature of Work

Under general supervision, performs at the associate level of work providing paraprofessional services to clients, such as income eligibility determination, health screening, and referrals to health and human service programs, basic nutrition education, and breastfeeding education. Employees receive general supervision from a designated higher-level III, IV, or V Nutritionist position or the State Office. Performs related work as required.

Distinguishing Characteristics

Employees at this level are distinguished by the assignment of paraprofessional-level duties in an associate level in public health nutrition. The Nutrition Associate provides basic nutrition and breastfeeding assessment, education, and counseling to groups and individuals. Work is governed by federal regulations and state and local policies and procedures. This employee certifies participants in the WIC Program, and provides breastfeeding counseling to WIC participants. Employees at this level are distinguished by the assignment of duties requiring independent judgment in application of regulations, policies and procedures and nutrition theories. The employee is responsible for the development and implementation of care plans for low-risk clients. Typically, employees at this level have more direct contact with clients and community service providers. Employees in this class do not have supervisory responsibilities.

Examples of Work

- Performs and records height and weight measurements.
- Performs and records biochemical measurements, such as hemoglobin.
- Screens the health, breastfeeding, and/or nutrition status of clients and identifies problems that place them at nutritional risk.
- Issues, educates on usage of, and tracks electric breast pumps.
- Determines WIC eligibility and completes certifications; issues WIC food benefits to certified clients.
- Provides general health, breastfeeding, and nutrition information to low-risk clients through individual and group sessions.
- Evaluates the need for and refers clients to other health, food assistance Page 4 of 13 West Virginia WIC Policy & Procedure 11.03 Effective Date: 11/17/21 11.03 Competent Professional Authority and social service programs.
- Enters client data into automated health files.

- Provides basic and complex breastfeeding information, encouragement, and counseling to WIC pregnant and breastfeeding mothers in WIC clinics, by telephone, and/or hospital visits at scheduled intervals.
- Educates mothers about breastfeeding benefits and how to prevent and handle common breastfeeding problems, as well as providing assessment, education, and support for breastfeeding complications. Knowledge, Skills and Abilities
- Ability to learn federal and state regulations, laws, standards, and statutes governing programs or technical areas.
- Knowledge of West Virginia WIC Program policies and procedures related to certification, breastfeeding, nutrition education and food packages.
- Knowledge of basic mathematics.
- Ability to conduct client interviews to obtain accurate information necessary to determine WIC program eligibility.
- Ability to perform nutrition and breastfeeding screening and identify problems which place clients at nutrition risk.
- Ability to provide nutrition and breastfeeding education for clients relevant to their identified nutrition risks.
- Ability to apply WIC Program policies and procedures to individual client problems or needs.
- Ability to use WIC computer systems and word processing.
- Ability to collect and compile accurate information to develop a nutrition care plan.
- Ability to communicate well, both orally and in writing.
- Ability to analyze complex situations and use sound judgment in decisions related to nutrition and breastfeeding services.
- Ability to explain WIC Program, health and nutrition and breastfeeding information to clients.

Minimum Qualifications for Nutrition Associate

Training: Associate's degree from a regionally accredited college or university in food or nutrition-related field, food service management, dietary management, LPN, or related field.

Substitution: Additional experience as described below may be substituted for the training on a year for year basis.

Experience: One year of full-time or equivalent part-time paid experience in nutrition. Special Requirement for Nutrition Associate Competency-based/on-the-job training for certifying low-risk participants in WIC Program, or equivalent experience providing nutrition education.

Job Type: Full-time

Salary: \$13.18 per hour

Benefits:

- AD&D insurance
- Bereavement leave
- Dental insurance
- Dependent health insurance coverage
- Health insurance
- Life insurance
- On-the-job training
- Paid holidays
- Paid orientation
- Paid sick time
- Paid time off
- Paid training
- Retirement plan
- Travel reimbursement
- Vision insurance

Shift:

- Day shift

Ability to commute/relocate:

- Oak Hill, West Virginia 25901: Reliably commute or planning to relocate before starting work (Required)

Work Location: One location

If you are interested in this position, you may submit your resume via email or mail. If you have any questions, please contact Heather McCoy or Ashley Dowell at 304-325-3928.

Mailing Address:

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