Job Title	**WIC Nutrition Educator**
Program	**Women, Infants, and Children**
Supervisor	**WIC Program Manager**
Classification	**Non-Exempt**
Grade	**N-6**
Approved	**03/20/2025**

Job Purpose:
The WIC Nutrition Educator works in the Women, Infants, and Children Program that provides education, support, and supplemental food to promote good health for pregnant, breastfeeding, and postpartum women and children. Responsibilities include reviewing applications and enrolling participants, assessing and creating plans to meet participant needs, providing education and counseling in nutrition and breastfeeding, assistance in program planning, record keeping and reporting.

Duties:
- Review applications, certify applicants, and enroll participants in program
- Prepare nutrition assessments and plans based on dietary, anthropometric, clinical, and health history data
- Update/close care plans under the supervision of the WIC Qualified Nutritionist
- Provide and document participant centered nutrition education (individual/family or facilitated group discussions) for all participants including high risk participants as detailed above
- Make referrals to health and social services in the community
- Complete and document 12 hours of approved continuing education every year with 3 hours being devoted to high-risk topics
- Complete all documentation and reports required for program compliance and measurement of performance targets
- Provide input in the development of applicable sections to the Local Agency's annual work plan
- Strictly uphold the confidentiality of clients, employees and agency business both within and outside of the agency
- Perform other duties as assigned

Minimum Education and Experience:
Registered Nurse (RN) with a Bachelor's degree or Nutrition and Dietetics Technician Registered (DTR/NDTR) or Bachelor' degree in appropriate health-related field with at least 6 credit hours in nutrition; valid, unrestricted New York State driver's license and reliable transportation

Expected Skills:
Technical and service skills required by duties; client service orientation; accountability for results; teamwork; adaptability; reliability

Working Conditions:
Work in office setting with typical office equipment; travel in local area; possible exposure to diseases (colds, flu, blood borne pathogens, etc.)