

HIDALGO COUNTY WIC DEPARTMENT

Job Title:	NE Coordinator	FLSA Status:	Exempt
Dept No:	350	Civil Service Status:	Non-Exempt

SUMMARY:

Under guidelines of State WIC Program collaborates in creation and development of the Nutrition Education Plan. Conducts Nutrition Education audits of all clinic functions to assure compliance with local, state, and federal guidelines. Develops Nutrition Education lessons and materials. Provides N.E. training to WIC staff. Ensures NE standards in the clinics. Provides professional coverage for clinic supervisors as needed. Oversees and supervises WCS staff according to WCS Plan. Provides High Risk counseling as needed. Is part of the QA Plan committee. Organizes outreach activities and materials.

Responsible to: WIC Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The NE coordinator shall oversee:

- The implementation of NE plan;
 - Ensuring its availability at the LA for review and documenting changes and submitting amendments to the State and NE Plan, if necessary, during the year.
- The delivery of Nutrition Education by ensuring that all clinic sites have all necessary pamphlets, videos, lesson outline, and other materials.
- Quality assurance related to NE activities including:
 - ensuring the accuracy of the nutrition information provided by LA;
 - observing group NE classes and individual counseling to ensure accurate and appropriate delivery of information;
 - Reviewing participant feedback related to nutrition education and breastfeeding and making necessary changes.
- Coordination of NE training activities including:
 - Conducting staff training required for those teaching group classes or conducting individual counseling, training on each month's group classes shall be provided in advance.
 - Ensuring that all staff that teach group classes or provide individual counseling complete the nutrition modules within the specified timeframes. Written documentation of the completion shall be kept on file at the LA and shall include staff name, date completed and module(s) completed.
 - Coordination and documentation of Nutrition Education training at the LA.
 - Networking with other health professionals to promote and support Nutrition in the community.
 - Oversees the WCS Program and WCS staff.

- Provide High Risk Nutrition counseling as needed. Serves as part of the Quality Assurance committee.
- Conducts Special Formula approvals as needed.
- Serves as a resource to WIC staff.
- Trains new personnel, instructs subordinates on policies and procedures.
- Attends NE/BF Annual conference and any other comparable training needed.
- Performs any other related duties assigned by the WIC Director.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- Graduate of an accredited college or university with a B.S. degree in Nutrition, Dietetics, or Home Economics with strong emphasis on Nutrition and Public Health and/or Licensed Dietitian and/or Registration with ADA preferred.
- Applying principles of nutrition, breastfeeding and basic sciences of community health and social welfare.
- One (1) year experience in nutrition counseling, desirable.
- Knowledge of all areas of nutritional education to be covered by nutrition education/breastfeeding staff.
- Extensive knowledge of WIC policies and procedures with emphasis on nutrition education.
- Applying preventative health practices in the community.
- Identifying, collecting, assessing, and evaluating nutritional/breastfeeding data.
- Presenting and developing in-service training and materials with good communication skills.
- Understanding the principles and techniques of management, education, group leadership, theories of learning and cultural differences.
- Planning and organizing skills along with objective evaluation skills.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's Insurance carrier and have availability of personal car.
- Good physical and mental health (Immunization Record).
- Ability to find job satisfaction in the growth and development of the WIC Program.
- Participation and representative in community and professional organizations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to

finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.