

Senior Nutritionist

JOB DESCRIPTION

The senior nutritionist is a member of the local WIC program management team responsible for the administration and management of all nutrition services and health care aspects of the program.

Responsibilities include:

1. Plans, supervises and evaluates the nutrition component of the program to ensure compliance with federal regulations and state policies, including all procedures for:
 - Determination of nutritional risk.
 - Nutrition and breastfeeding counseling and education.
 - Nutrition appointment schedule (certification and follow-up).
 - Follow-up nutrition education.
 - Food package prescriptions.
 - Health and social service referrals.
 - Nutrition care plans.
 - Documentation of nutrition services.
2. Develops local program nutrition procedures based on state WIC policies, procedures and guidelines.
3. Recruits, hires (with program director), trains (with The Learning Center), and provides ongoing supervision for program nutritionists and nutrition assistants.
4. Mentors staff to ensure the provision of effective nutrition services and education to families.
5. Defines (with the program director) staff responsibilities, work schedules, participant service hours, and participant flow.
6. Supervises nutrition assistant staff in the completion of required activities to obtain CPA I and II status, within established timeframes.
7. Ensures that nutrition staff have up-to-date knowledge and skills by:
 - Ensuring that nutrition staff obtain 10 CEU credits annually.
 - Conducting annual nutrition staff reviews (with the program director).
8. Plans staffing, participant service hours, participant flow, and staff roles and responsibilities to provide services according to federal regulations and state policies, in coordination with the program director, and assists in planning certification appointment/schedule.
9. Establishes schedules for follow-up nutrition education (individual and group).
10. Plans, develops, reviews, monitors, and evaluates delivery of nutrition education; implementing new strategies to enhance services.
11. Oversees the planning, provision and evaluation of nutrition education associated with Farmers' Market.
12. Attends WIC Nutritionist Work Group and Business meetings and other required meetings at The Learning Center.

13.Acts as nutrition liaison between state agency and local program, and between local program and health care community.

14.Works with and supervises the breastfeeding coordinator to develop, implement and evaluate breastfeeding promotion and support activities, including the Mother to Mother Breastfeeding Peer Counseling Program.

15.Works with and supervises the Certified Happiest Baby Educator on staff to offer routine

classes to WIC participants and WIC partners, as appropriate.

16.Works with the program director and community coordinator to develop outreach and referral networks, and provide training, as needed, to community agencies and health care providers.

17.Regularly visits and communicates with healthcare providers.

18.Performs other duties as needed, including:

- Certifying high-risk women, infants and children.
- Providing nutrition education and referrals.
- Assisting in program administration.