

310.17

Nutrition Coordinator Guidelines

Qualifications

Qualifications

The nutrition coordinator must be a licensed dietitian.

The nutritional coordinator also must:

- Be able to communicate and work well with others,
- Have program development skills,
- Have counseling skills,
- Have community linkage experience, and
- Have participant advocacy experience.

Desirable Skills

Professional work experience or volunteer experience with nutrition activities is desirable.

Employment Status

The nutrition coordinator may be a staff member or an individual contracting with the WIC agency to provide these and other services.

Supervision

The nutrition coordinator is responsible to the agency's WIC program coordinator and/or lead WIC dietitian. Technical assistance can be received from staff dietitians as well as from staff of the state WIC office.

Responsibilities

Assigning Responsibilities

Each agency must decide the best staffing arrangement for this position. The position of nutrition coordinator may be separate, or it may be held by an employee with another position.

Minimum Responsibilities

The nutrition coordinator's minimum responsibilities include:

- Participating in the development of the local agency nutrition education and breastfeeding promotion and support action plans,
- Coordinating direct nutrition services to participants,
- Participating in the development of the local agency nutrition education needs assessment,
- Providing nutrition training to other local agency staff who provide nutrition services to participants,
- Coordinating nutrition services with other WIC Program operations, local agencies and community organizations,
- Consulting with state staff as needed,
- Attending the Local Agency Nutrition Coordinator calls hosted by the State WIC office. An approved alternate may also attend these calls.
- Participating in training related to assigned job responsibilities, and
- Identifying or creating nutrition education resources.

Other Possible Responsibilities

Additional responsibilities may include:

- Providing input into agency outreach activities and materials to ensure that positive and accurate nutrition messages are included,
- Participating in developing new employee orientation guidelines that address program policies, goals and philosophies regarding nutrition education,
- Overseeing food and formula prescriptions and coordinating with medical providers as appropriate,
- Supervising nutrition services staff,
- Developing a training schedule for staff who provide nutrition services,
- Ensuring that nutrition education activities are integrated in local program operations,
- Participating in local and state workgroups to other local agency staff and other health professionals in nutrition services areas,
- Functioning as a member of the agency chart audit team, and
- Performing other related duties as assigned by the WIC Coordinator.