

**Job Class Title: Nutrition Specialist - WIC**

**BASIC FUNCTION:**

To lead and supervise numerous Women, Infants and Children (WIC) program areas; supervise staff who provide WIC services and oversee WIC clinics; assist the WIC Division Manager to develop and implement strategic planning and goals within Federal, State and Local policies; assist with program evaluation and to perform related duties as assigned.

**EXAMPLES OF WORK PERFORMED:**

1. Promote a diverse, culturally competent, and respectful workplace.
2. Oversee the operations of WIC nutrition clinics by providing guidance and direction to clinic staff on day-to-day clinic operation. Serve as the link between the WIC program and the WIC clinic space landlords.
3. Supervise and evaluate the work of WIC staff to ensure the efficient and effective delivery of high quality services; assure compliance with federal, and state regulations; and determine training needs.
4. Recruit and hire WIC Nutrition Educators and clerical staff; plan and organize staff trainings; and conduct clinic coordinator meetings.
5. Coordinate the work schedule of WIC Nutrition Educators to ensure staffing at all WIC clinics is adequate to maintain monthly caseload while assuring compliance with the MN WIC Program's staffing requirements.
6. Oversee WIC's high risk program; train high risk counselors, monitor referrals ; coordinate care by collaborating with Public Health Nurses and Registered Nurses and medical providers to develop appropriate nutrition intervention and monitoring for high risk clients.
7. Prepare biannual WIC nutrition education plan, implement plan and monitor progress to assure completion of program goals.
8. Analyze and evaluate program outcomes, and assist in formulating and developing new and revised policies and procedure to improve program effectiveness.
9. Develop and maintain relationships with external and internal partners to assure community awareness of WIC services; create partnerships with organizations that benefit WIC families; and create pathways for staff to easily connect families to these external organizations.
10. Manage and oversee the budgut of the WIC Peer Breastfeeding Program grant; and recruit, hire and train peer breastfeeding counselors that reflect communities served, culturally and by language.
11. Coordinate breastfeeding program requirements for Ramsey County WIC staff and peer breastfeeding counselors including training, activities and outreach; develop and monitor an annual breastfeeding education plan; provide and seek out appropriate breastfeeding training opportunities for WIC staff;and monitor breastfeeding initiation and duration rates for Ramsey County WIC participants, tailoring staff education to improve outcomes.

*(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7,8, 9, 10, 11.

**SUPERVISOR/MANAGERIAL RESPONSIBILITY:**

Supervise the work of up to ten WIC Nutrition Educators and/or clerical staff.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Regular contact with staff to provide supervision, guidance and mentoring; with other agencies and programs providing health and social services to low income women and children to promote WIC and to learn about other programs to which WIC clients can be referred; with the state WIC office and other local WIC programs to provide input on various issues; with the directors of agencies renting or donating space for WIC clinics; with physicians and nurses to provide and obtain information on individual clients and to

participate in the team management process. Contact as needed with social workers to discuss client care and case management and to refer clients for additional services; with Ramsey County Child Protection staff; and with city/county personnel staff on staffing and hiring issues.

**IMPACT ON SERVICES/OPERATIONS:**

Duties impact on the efficient operation of the WIC Program while assuring compliance with state and federal regulations. Proper performance results in the timely delivery of services to mothers, infants and children at the lowest cost and keeping with the department's mission, goals and program objectives. Improves health and overall quality of life of clients and families; and reduces the need for costlier or less effective types of care or services. Impacts on the quality and effectiveness of services. Impact on the quality of services provided by motivating and training staff to provide excellent service, and the overall effectiveness and productivity of the clinic. Proper handling of duties assures appropriate dietary assessment, counseling and referrals to community resources, promotes and improves health and overall quality of life for families. High quality WIC services can improve pregnancy outcomes, reduce chronic disease and result in better health for high-risk individuals as well as save taxpayer dollars. Planning and evaluating of program goals impacts health equity in the community as accurate assessment and planning leads to fewer health inequities. Improper performance would result in poor delivery of services to clients, poor client/family outcomes, non-compliance with state and federal regulations, increased liabilities, and improperly trained staff.

**WORK ENVIRONMENT:**

Work is performed primarily in clinic and office settings. Involves possible exposure to communicable diseases through patient interaction. May involve travel to meetings, presentations, clinics, etc.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of maternal, child, adolescent and adult nutrition.
- Knowledge of nutrition as it pertains to health and disease.
- Knowledge of departmental policies and procedures.
- Knowledge of local food, nutrition and health care services for possible client referral.
- Knowledge of eligibility criteria for food assistance programs.
- Knowledge of reimbursement regulations and third party payment options.
- Knowledge of both federal and MN WIC laws and regulations.
- Ability to train, develop and effectively supervise clinic and office staff.
- Ability to communicate clearly both orally and in writing.
- Ability to read and interpret medical terminology.
- Ability to assess nutritional status of women, infants, and children.
- Ability to draft and implement dietary care plans.
- Ability to interview, teach and counsel clients and members of the community.
- Ability to make presentations to groups on WIC and nutrition topics.
- Ability to analyze data.
- Ability to perform nutrition assessments of individuals with complex nutritional problems.

**MINIMUM QUALIFICATIONS:**

Education: As required to be registered or eligible to be registered as a dietitian by the Commission on Dietetic Registration. Registration is required before the end of the probation period.

Experience: Two years of experience providing direct WIC services.

Certification/Licensure: None.

Revisions: 11-16-20; 4-27-16; 6-20-06; 6-16-03.

**Job Class Title: WIC Nutrition Educator**

**BASIC FUNCTION:**

To determine eligibility for the Women, Infants, and Children (WIC) program through a comprehensive assessment process; provide nutrition education and breastfeeding support; connect families to other social and community services; provide educational resources; make referrals to medical providers; and perform related duties as assigned.

**EXAMPLES OF WORK PERFORMED:**

1. Determine program eligibility by a comprehensive assessment (nutrition, social, economic, health, cultural, etc.) of the client/family.
2. Perform anthropometric screening and assessment including complete height and weight measurements and assess growth according to World Health Organization (WHO) and Centers for Disease Control (CDC) growth grids, pregnancy weight gain grids; and perform hemoglobin blood test; complete and evaluate a health history form to aid in identifying risk factors; and complete a dietary assessment.
3. Assess the participant health and nutrition status based on anthropometric and nutrition screening; and develop and implement individualized patient care plans to address any dietary or health concerns to meet identified nutritional, social, cultural, health, economic needs based on WIC program criteria.
4. Coordinate, provide direct services, and document appropriate referrals to health care and community resources and programs; and monitor and re-evaluate participant health and nutritional status.
5. Educate, counsel, and advise clients using nutrition, health and community resources to address identified needs by building on individual and family strengths; incorporate motivational interviewing and behavior change techniques to provide tailored nutrition education; and motivate families to make healthy changes.
6. Determine appropriate food package for participants based on assessed needs through health and nutrition screenings.
7. Issue WIC benefits and educate participants on use of the WIC benefits; and promote redemption of WIC foods.
8. Provide breast/chest feeding promotion, education and support to pregnant participants.
9. Explain WIC program policies, procedures, rights and responsibilities to WIC participants.
10. Assist with other duties such as, but not limited to: filing; data entry; appointment scheduling; phone calls and reminder calls; and assist clinic coordinator.
11. Assist in the training of new WIC Nutrition Educators by orienting them to clinic procedures.

*(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.

**SUPERVISOR/MANAGERIAL RESPONSIBILITY:**

None.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Has regular contact with clinic participants to provide nutrition counseling, education and evaluation; local public health or social service agencies to refer participants for additional services; with public health staff and WIC program supervisors, for case consultation; infrequent contact with community groups to provide nutrition education services.

**IMPACT ON SERVICES/OPERATIONS:**

Proper nutrition assessment, counseling and referral to community resources promotes and improves health and overall quality of life of clients and families; and reduce the need for costlier or less effective types of care or services. Proper lactation education and support leads to greater breastfeeding success and increased breast/chest feeding rates. Proper performance connects families to early childhood education resources improving school readiness. Proper performance of duties has a great effect on the efficiency of clinic work and the capability of the department to carry out the WIC programs. Proper performance results in participants receiving accurate and timely assistance in obtaining WIC benefits; health care provider referrals; appropriate food packages; and general nutrition and WIC counseling. Poor performance could jeopardize a participants' health and lead to increased need for costly medical services and/or increased incidence of chronic disease; resident dissatisfaction, failure to connect families to community resources and services.

**WORK ENVIRONMENT:**

Work is performed in community-based WIC clinics in a standard office setting, involving use of a computer up to 6 hours per day, and may involve exposure to communicable diseases or sick participants. Occasional driving to sites within the client communities and exposure to inclement weather. Work also involves walking, standing, stooping or bending, lifting 20-40 pounds, setting up and removing tables, chairs, and equipment as needed at the clinic.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of community resources and organizations, and related agencies.
- Knowledge of maternal, child, adolescent and adult nutrition.
- Knowledge of nutrition as it pertains to health and disease.
- Knowledge of principles and skills of dietary recall, evaluation and Recommended Daily Allowances (RDA).
- Knowledge in the area of human lactation.
- Knowledge of the department's mission, policies and procedures.
- Knowledge of local food, nutrition and health care services for possible participant referral.
- Knowledge of eligibility criteria for WIC program.
- Knowledge of laws and regulations applicable to special programs such as WIC and voucher usage.
- Knowledge of advanced interviewing and motivational techniques and behavior change principles to support participant centered services approach.
- Skill in basic mathematics
- Skill in making judgments with minimal or no consultations.
- Ability to work effectively with diverse cultural or ethnic populations
- Ability to communicate effectively both orally and in writing.
- Ability to interview, teach, and counsel participants and members of the community.
- Ability to use a growth grid, pregnancy wheel, standard weight table and pregnancy weight gain grids.
- Ability to assess a participant's nutritional status.
- Ability to implement a nutrition care plan.
- Ability to use discretion in dealing with confidential information.
- Ability to appropriately respond to conflicts or problems related to nutrition issues.
- Ability to work independently and prioritize work assignments.
- Ability to use standard office and computer equipment.
- Ability to repeatedly lift and weigh children and infants.
- Ability to complete and maintain clear, accurate and concise assessment data and medical charting paperwork.
- Ability to identify potential problematic conditions which could place a participant "at nutritional risk".

**MINIMUM QUALIFICATIONS:**

Education: Completion of an Associate Degree program in Dietetic Technology and registered or eligible to be registered as a Dietetic Technician by the Commission on Dietetic Registration.

Experience: None.

Substitution: The following options may substitute for the education requirement: (a) Bachelor's Degree in Nutrition Sciences, Community Nutrition, Clinical Nutrition, Dietetics, or Public Health Nutrition from a college or university accredited by the Association of Colleges and Schools; (b) Bachelor's Degree in Home Economics with emphasis in nutrition as defined by the Minnesota Department of Health WIC Program; or (c) any other nutrition related Bachelor's Degree acceptable to the State WIC Program. (No other substitution for education allowed.)

Certifications/Licensure: If minimum qualifications are met by completion of Associate Degree in Dietetic Technology, must be registered as a dietetic technician by the Commission on Dietetic Registration before the end of the probation period.

Revisions: 1-4-19; 9-16-16; 6-4-08; 6-16-03.

**Job Class Title: WIC Nutrition Educator  
American Sign Language (ASL)**

**BASIC FUNCTION:**

To determine eligibility for the Women, Infants, and Children (WIC) program through a comprehensive assessment process; provide nutrition education and breastfeeding support; connect families to other social and community services, provide educational resources; make referrals to medical providers; and to perform related duties as assigned.

**EXAMPLES OF WORK PERFORMED:**

1. Determine program eligibility by a comprehensive assessment (nutrition, social, economic, health, cultural, etc) of the client/family.
2. Perform anthropometric screening and assessment including: complete height and weight measurements and assess growth according to World Health Organization (WHO) and Centers for Disease Control (CDC) growth grids, pregnancy weight gain grids; and perform hemoglobin blood test; complete and evaluate a health history form to aid in identifying risk factors; and complete a dietary assessment.
3. Assess the participants' health and nutrition status based on anthropometric and nutrition screening; and develop and implement individualized patient care plans to address any dietary or health concerns to meet identified nutritional, social, cultural, health, economic needs based on WIC program criteria.
4. Coordinate, provide direct services, and document appropriate referrals to health care and community resources and programs; and monitor and re-evaluate participant health and nutritional status.
5. Educate, counsel and advise clients using nutrition, health, and community resources to address identified needs by building on individual and family strengths; incorporate motivational interviewing and behavior change techniques to provide tailored nutrition education; and motivate families to make healthy changes.
6. Determine appropriate food package for participants based on assessed needs through health and nutrition screenings.
7. Issue WIC benefits and educate participants on use of the WIC benefits, and promote redemption of WIC foods.
8. Provide breast/chest feeding promotion, education and support to pregnant participants.
9. Explain WIC program policies, procedures, rights and responsibilities to WIC participants.
10. Assist with other duties such as; but not limited to: filing, data entry; appointment scheduling, phone calls and reminder calls; and assist clinic coordinator.
11. Assist in the training of new WIC Nutrition Educators by orienting them to clinic procedures.
12. Use bilingual or multilingual language skills to serve participants and the public as needed.

*(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12.

**SUPERVISORY/MANAGERIAL RESPONSIBILITY:**

None.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Has regular contact with clinic participants to provide nutrition counseling, education and evaluation; local public health or social service agencies to refer participants for additional services; with public health staff and WIC program supervisors, for case consultation; and infrequent contact with community groups to provide nutrition education services.

**IMPACT ON SERVICES/OPERATIONS:**

Proper nutrition assessment, counseling and referral to community resources promotes and improves health and overall quality of life of clients and families; and reduces the need for costlier or less effective types of care or services. Proper lactation education and support leads to greater breastfeeding success and increased breast/chest feeding rates. Proper performance connects families to early childhood education resources improving school readiness. Proper performance of duties has a great effect on the efficiency of clinic work and the capability of the department to carry out the WIC programs. Proper performance results in participants receiving accurate and timely assistance in obtaining WIC benefits; health care provider referrals; appropriate food packages; and general nutrition and WIC counseling. Poor performance could jeopardize a participants health and lead to increased need for costly medical services and/or increased incidence of chronic disease; resident dissatisfaction, failure to connect families to community resources and services.

**WORK ENVIRONMENT:**

Work is performed in community based WIC clinics in a standard office setting, involving use of a computer up to 6 hours per day, and may involve exposure to communicable diseases or sick participants. Occasional driving to sites within the client communities and exposure to inclement weather. Work also involves walking, standing, stooping or bending, lifting 20-40 pounds, setting up and removing tables, chairs, and equipment as needed at the clinic.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of community resources and organizations, and related agencies.
- Knowledge of maternal, child, adolescent and adult nutrition
- Knowledge of nutrition as it pertains to health and disease.
- Knowledge of principles and skills of dietary recall, evaluation and Recommended Daily Allowances (RDA).
- Knowledge in the area of human lactation.
- Knowledge of the department's mission, policies and procedures.
- Knowledge of local food, nutrition and health care services for possible participant referral.
- Knowledge of eligibility criteria for WIC program.
- Knowledge of laws and regulations applicable to special programs such as WIC and voucher usage.
- Knowledge of advanced interviewing and motivational techniques and behavior change principles to support participant centered services and approach.
- Skill in basic mathematics.
- Skill in making judgments with minimal or no consultations.
- Ability to work effectively with diverse cultural or ethnic populations.
- Ability to communicate effectively both orally and in writing.
- Ability to communicate effectively from both American Sign Language to English and English to American Sign Language.
- Ability to interview, teach, and counsel participants and members of the community.

- Ability to use a growth grid; pregnancy wheel; standard weight table and pregnancy weight gain grids.
- Ability to assess a participant's nutritional status.
- Ability to implement a nutrition care plan.
- Ability to use discretion in dealing with confidential information.
- Ability to appropriately respond to conflicts or problems related to nutrition issues.
- Ability to work independently and prioritize work assignments.
- Ability to use standard office and computer equipment.
- Ability to repeatedly lift and weigh children and infants.
- Ability to complete and maintain clear, accurate and concise assessment data and medical charting paperwork.
- Ability to identify potential problematic conditions which could place a participant "at nutritional risk".

**MINIMUM QUALIFICATIONS:**

Education: Completion of an Associate Degree program in Dietetic Technology and registered or eligible to be registered as a Dietetic Technician by the Commission on Dietetic Registration.

Experience: None

Substitution: The following options may substitute for the education requirement: (a) Bachelor's Degree in Nutrition Sciences, Community Nutrition, Clinical Nutrition, Dietetics, or Public Health Nutrition from a college or university accredited by the Association of Colleges and Schools; (b) Bachelor's Degree in Home Economics with emphasis in nutrition as defined by the Minnesota Department of Health WIC Program; (c) any other nutrition related Bachelor's Degree acceptable to the State WIC Program; or (d) six months experience as a St. Paul/Ramsey County WIC Nutrition Educator Trainee.

Certifications/Licensure: If minimum qualifications are met by completion of Associate Degree in Dietetic Technology, must be registered as a dietetic technician by the Commission on Dietetic Registration before the end of the probation period.

Other: Fluency in English and American Sign Language. Must hold certification recognized by the Registry of Interpreters for the Deaf.

Revised: 7/3/17; 1/10/11.



**Job Class Title: WIC Nutrition Educator Hmong Speaking**

**BASIC FUNCTION:**

To determine eligibility for the Women, Infants, and Children (WIC) program through a comprehensive assessment process; provide nutrition education and breastfeeding support; connect families to other social and community services; provide education resources; make referrals to medical providers; and to perform related duties as assigned.

**EXAMPLES OF WORK PERFORMED:**

1. Determine program eligibility by a comprehensive assessment (nutrition, social, economic, health, cultural, etc.) of the client/family.
2. Perform anthropometric screening and assessment including; complete health and weight measurements and assess growth according to World Health Organization (WHO) and Centers for Disease Control (CDC) growth grids, pregnancy weight gain grids, and perform hemoglobin blood test; complete and evaluate a health history form to aid in identifying risk factors, and complete a dietary assessment.
3. Assess the participant health and nutrition status based on anthropometric and nutrition screening; and develop and implement individualized patient care plans to address any dietary or health concerns to meet identified nutritional, social, cultural, health, economic needs based on WIC program criteria.
4. Coordinate, provide direct services, and document appropriate referrals to health care and community resources and programs; and monitor and re-evaluate participant health and nutritional status.
5. Educate, counsel and advise clients using nutrition, health, and community resources to address identified needs by building on individual and family strengths; incorporate motivational interviewing and behavior change techniques to provide tailored nutrition education; and motivate families to make healthy changes.
6. Determine appropriate food package for participants based on assessed needs through health and nutrition screenings.
7. Issue WIC benefits and educate participants on use of the WIC benefits; and promote redemption of WIC foods.
8. Provide breast/chest feeding promotion, education and support to pregnant participants.
9. Explain WIC program policies, procedures, rights and responsibilities to WIC participants.
10. Assist with other duties such as, but not limited to: filing; data entry; appointment scheduling; phone calls and reminder calls; and assist clinic coordinator.
11. Assist in the training of new WIC Nutrition Educators by orienting them to clinic procedures.
12. Use bilingual or multilingual language skills to serve participants and the public as needed.

*(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12.

**SUPERVISOR/MANAGERIAL RESPONSIBILITY:**

None.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Has regular contact with clinic participants to provide nutrition counseling, education and evaluation; local public health or social service agencies to refer participants for additional services; with public health staff and WIC program supervisors, for case consultation; infrequent contact with community groups to provide nutrition education services.

**IMPACT ON SERVICES/OPERATIONS:**

Proper nutrition assessment, counseling and referral to community resources promotes and improves health and overall quality of life of clients and families; and reduces the need for costlier or less effective types of care or services. Proper lactation education and support leads to greater breastfeeding success and increased breast/chest feeding rates. Proper performance connects families to early childhood education and resources improving school readiness. Proper performance of duties has a great effect on the efficiency of clinic work and the capability of the department to carry out the WIC programs. Proper performance results in participants receiving accurate and timely assistance in obtaining WIC benefits; health care provider referrals; appropriate food packages; and general nutrition and WIC counseling. Poor performance could jeopardize a participant's health and lead to increased need for costly medical services and/or increased incidence of chronic disease; resident dissatisfaction, failure to connect families to community resources and services. Correct interpretation/translation results in improved health and reduced health care cost. Incorrect interpretation/translation could result in participants' misunderstanding nutrition counseling and recommendations.

**WORK ENVIRONMENT:**

Work is performed in community-based WIC clinics in a standard office setting, involving use of a computer for up to 6 hours per day, and may involve exposure to communicable diseases or sick participants. Occasional driving to sites within the client communities and exposure to inclement weather. Work also involves walking, standing, stooping, or bending, lifting 20-40 pounds, setting up and removing tables, chairs, and equipment as needed at the clinic.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of community resources and organizations, and related agencies.
- Knowledge of maternal, child, adolescent and adult nutrition
- Knowledge of nutrition as it pertains to health and disease.
- Knowledge of principles and skills of dietary recall, evaluation and Recommended Daily Allowances (RDA).
- Knowledge in the area of human lactation.
- Knowledge of the departments' mission, policies and procedures.
- Knowledge of local food, nutrition and health care services for possible participant referral.
- Knowledge of eligibility criteria for WIC program.
- Knowledge of laws and regulations applicable to special programs such as WIC and voucher usage.
- Knowledge of advanced interviewing and motivational techniques and behavior change principles to support participant centered services approach.
- Skill in basic mathematics.
- Skill in making judgments with minimal or no consultations.
- Ability to work effectively with diverse cultural or ethnic populations.
- Ability to communicate effectively both orally and in writing. ~~in English and Hmong.~~
- Ability to interview, teach, and counsel participants and members of the community.
- Ability to use a growth grid; pregnancy wheel; standard weight table and pregnancy weight gain grids.
- Ability to assess a participant's nutritional status.
- Ability to implement a nutrition care plan.
- Ability to use discretion in dealing with confidential information.
- Ability to appropriately respond to conflicts or problems related to nutrition issues.
- Ability to work independently and prioritize work assignments.
- Ability to use standard office and computer equipment.
- Ability to repeatedly lift and weigh children and infants.
- Ability to complete and maintain clear, accurate and concise assessment data and medical charting paperwork.
- Ability to identify potential problematic conditions which could place a participant "at nutritional risk".

**MINIMUM QUALIFICATIONS:**

**Education:** Completion of an Associate Degree program in Dietetic Technology and registered or eligible to be registered as a Dietetic Technician by the Commission on Dietetic Registration.

**Experience:** None.

**Substitution:** The following options may substitute for the education requirement: (a) Bachelor's Degree in nutrition Sciences, community nutrition, clinical nutrition, dietetics, or public health nutrition, public health, biology, psychology, education, human services, social work, sociology, family social science, community health, community health education, health education, health sciences, family consumer sciences, exercise science, or other health related degree from a college or university accredited by the Association of Colleges and Schools; or (b) Bachelor's Degree in Home Economics with emphasis in nutrition as defined by the Minnesota Department of Health WIC Program; (c) any other nutrition related Bachelor's Degree acceptable to the State WIC Program; or (d) six months experience as a St. Paul/ Ramsey County WIC Nutrition Educator Trainee.

**Certifications/Licensure:** If minimum qualifications are met by completion of Associate Degree in Dietetic Technology, must be registered as a dietetic technician by the Commission on Dietetic Registration before the end of the probation period.

**Other:** Fluency in English and Hmong.

Revisions: 9-21-20; 08-05-19; 01-08-16, 04-13-15, 03-31-11.

**Job Class Title: WIC Nutrition Educator Karen Speaking**

**BASIC FUNCTION:**

To determine eligibility for the Women, Infants, and Children (WIC) program through a comprehensive assessment process; provide nutrition education and breastfeeding support; connect families to other social and community services; provide educational resources; make referrals to medical providers; and to perform related duties as assigned.

**EXAMPLES OF WORK PERFORMED:**

1. Determine program eligibility by a comprehensive assessment (nutrition, social, economic, health, cultural, etc.) of the client/family.
2. Perform anthropometric screening and assessment including; complete height and weight measurements and assess growth according to World Health Organization (WHO) and Centers for Disease Control (CDC) growth grids, pregnancy weight gain grids; and perform hemoglobin blood test; complete and evaluate a health history form to aid in identifying risk factors; and complete a dietary assessment.
3. Assess the participant health and nutrition status based on anthropometric and nutrition screening; and develop and implement individualized patient care plans to address any dietary or health concerns to meet identified nutritional, social, cultural, health, economic needs based on WIC program criteria.
4. Coordinate, provide direct services and document appropriate referrals to health care and community resources and programs; and monitor and re-evaluate participant health and nutritional status.
5. Educate, counsel and advise clients using nutrition, health and community resources to address identified needs by building on individual and family strengths; incorporate motivational interviewing and behavior change techniques to provide tailored nutrition education; and motivate families to make healthy changes.
6. Determine appropriate food packages for participants based on assessed needs through health and nutrition screenings.
7. Issue WIC benefits and educate participants on use of the WIC benefits; and promote redemption of WIC foods.
8. Provide breast/chest feeding promotion, education and support to pregnant participants.
9. Explain WIC program policies, procedures, rights and responsibilities to WIC participants.
10. Assist with other duties such as, but not limited to: filing; data entry; appointment scheduling; phone calls and reminder calls; and assist clinic coordinator.
11. Assist in the training of new WIC Nutrition Educators by orienting them to clinic procedures.
12. Use bilingual or multilingual language skills to serve participants and the public as needed.

*(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12.

**SUPERVISOR/MANAGERIAL RESPONSIBILITY:**

None.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Has regular contact with clinic participants to provide nutrition education, counseling and evaluation; local public health or social service agencies to refer clients for additional services; with public health staff and WIC program supervisors, for case consultation; infrequent contact with community groups to provide nutrition education services.

**IMPACT ON SERVICES/OPERATIONS:**

Proper nutrition assessment, counseling and referral to community resources promotes and improves health and overall quality of life of clients and families; and reduces the need for costlier or less effective types of care or services. Proper lactation education and support leads to greater breastfeeding success and increased breast/chest feeding rates. Proper performance connects families to early childhood education resources improving school readiness. Proper performance of duties has a great effect on the efficiency of clinic work and the capability of the department to carry out the WIC programs. Proper performance results in participants receiving accurate and timely assistance in obtaining WIC benefits; health care provider referrals; appropriate food packages; and general nutrition and WIC counseling. Poor performance could jeopardize a participants health and lead to increased need for costly medical services and/or increased incidence of chronic disease; resident dissatisfaction, failure to connect families to community resources and services. Correct interpretation/translation results in improved health and reduced health care cost. Incorrect interpretation/translation could result in participants' misunderstanding nutrition counseling and recommendations.

**WORK ENVIRONMENT:**

Work is performed in community-based WIC clinics in a standard office setting, involving use of a computer up to 6 hours per day, and may involve exposure to communicable diseases or sick participants. Occasional driving to sites within the client communities and exposure to inclement weather. Work also involves walking, standing, stooping or bending, lifting 20-40 pounds, setting up and removing tables, chairs, and equipment as needed at the clinic.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of community resources and organizations, and related agencies.
- Knowledge of maternal, child, adolescent and adult nutrition.
- Knowledge of nutrition as it pertains to health and disease.
- Knowledge of principles and skills of dietary recall, evaluation and Recommended Daily Allowances (RDA).
- Knowledge in the area of human lactation. ~~breast feeding~~.
- Knowledge of the department's mission, policies and procedures.
- Knowledge of local food, nutrition and health care services for possible participant referral.
- Knowledge of eligibility criteria for WIC program.
- Knowledge of laws and regulations applicable to special programs such as WIC and voucher usage.
- Knowledge of advanced interviewing and motivational techniques and behavior change principles to support participant centered services approach.
- Skill in basic mathematics.
- Skill in making judgments with minimal or no consultations.
- Ability to work effectively with diverse cultural or ethnic populations.
- Ability to interview, teach, and counsel participants and members of the community.
- Ability to use a growth grid, pregnancy wheel, standard weight table and pregnancy weight gain grids.
- Ability to assess a participant's nutritional status.
- Ability to implement a nutrition care plan.
- Ability to use discretion in dealing with confidential information.
- Ability to appropriately respond to conflicts or problems related to nutrition issues.
- Ability to work independently and prioritize work assignments.
- Ability to use standard office and computer equipment.
- Ability to repeatedly lift and weigh children and infants.
- Ability to complete and maintain clear, accurate and concise assessment data and medical charting paperwork.
- Ability to identify potential problematic conditions which could place a participant "at nutritional risk".

**MINIMUM QUALIFICATIONS:**

**Education:** Completion of an Associate Degree program in Dietetic Technology and registered or eligible to be registered as a Dietetic Technician by the Commission on Dietetic Registration.

**Experience:** None.

**Substitution:** The following options may substitute for the education requirement: (a) Bachelor's Degree in nutrition sciences, community nutrition, clinical nutrition, dietetics, public health nutrition, public health, biology, human services, sociology, social work, family social science, community health, community health education, health education, health sciences, family consumer sciences, exercise science, or other health related degree from a college or university accredited by the Association of Colleges and Schools; (b) Bachelor's Degree in Home Economics with emphasis in nutrition as defined by the Minnesota Department of Health WIC Program; (c) any other nutrition related Bachelor's Degree acceptable to the State WIC Program; or (d) six months experience as a St. Paul/Ramsey County WIC Nutrition Educator Trainee.

**Certification/Licensure:** If minimum qualifications are met by completion of Associate Degree in Dietetic Technology, must be registered as a dietetic technician by the Commission on Dietetic Registration before the end of the probation period.

**Other:** Fluency in English and Karen.

Revisions: 12-16-19; 8-5-19; 01-24-18; 01-08-16; 9-24-14; 03-31-11.

**Job Class Title: WIC Nutrition Educator - Somali Speaking**

**BASIC FUNCTION:**

To determine eligibility for the Women, Infants, and Children (WIC) program through a comprehensive assessment process; provide nutrition education and breastfeeding support; connect families to other social and community services; provide educational resources; make referrals to medical providers; and to perform related duties as assigned.

**EXAMPLES OF WORK PERFORMED:**

1. Determine program eligibility by a comprehensive assessment (nutrition, social, economic, health, cultural, etc) of the client/family.
2. Perform anthropometric screening and assessment including: complete height and weight measurements and assess growth according to World Health Organization (WHO) and Centers for Disease Control (CDC) growth grids, pregnancy weight gain grids; and perform hemoglobin blood test; complete and evaluate a health history form to aid in identifying risk factors; and complete a dietary assessment.
3. Assess the participant health and nutrition status based on anthropometric and nutrition screening; and develop and implement individualized patient care plans to address any dietary or health concerns to meet identified nutritional, social, cultural, health, economic needs based on WIC program criteria.
4. Coordinate, provide direct services, and document appropriate referrals to health care and community resources and programs; and monitor and re-evaluate participant health and nutritional status.
5. Educate, counsel, and advise clients using nutrition, health and community resources to address identified needs by building on individual and family strengths; incorporate motivational interviewing and behavior change techniques to provide tailored nutrition education; and motivate families to make healthy changes.
6. Determine appropriate food package for participants based on assessed needs through health and nutrition screenings.
7. Issue WIC benefits and educate participants on use of the WIC benefits; and promote redemption of WIC foods.
8. Provide breast/chest feeding promotion, education and support to pregnant participants.
9. Explain WIC program policies, procedures, rights and responsibilities to WIC participants.
10. Assist with other duties such as, but not limited to: filing; data entry; appointment scheduling; phone calls and reminder calls; and assist clinic coordinator.
11. Assist in the training of new WIC Nutrition Educators by orienting them to clinic procedures.
12. Use bilingual or multilingual language skills to serve participants and the public as needed.

*(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12.

**SUPERVISOR/MANAGERIAL RESPONSIBILITY:**

None.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Has regular contact with clinic participants to provide nutrition counseling, education and evaluation; local public health or social service agencies to refer participants for additional services; with public health staff and WIC program supervisors, for case consultation; infrequent contact with community groups to provide nutrition education services.

**IMPACT ON SERVICES/OPERATIONS:**

Proper nutrition assessment, counseling and referral to community resources promotes and improves health and overall quality of life of clients and families; and reduces the need for costlier or less effective types of care or services. Proper performance connects families to early childhood education resources improving school readiness. Proper performance of duties has a great effect on the efficiency of clinic work and the capability of the department to carry out the WIC programs. Proper performance results in participants receiving accurate and timely assistance in obtaining WIC benefits; health care provider referrals; appropriate food packages; and general nutrition and WIC counseling. Poor performance could jeopardize a participants' health and lead to increased need for costly medical services and/or increased incidence of chronic disease, resident dissatisfaction, failure to connect families to community resources and services. Correct interpretation/translation results in improved health and reduced health care cost. Incorrect interpretation/translation could result in participants' misunderstanding nutrition counseling and recommendations.

**WORK ENVIRONMENT:**

Work is performed in community-based WIC clinics in a standard office setting, involving use of a computer up to 6 hours per day, and may involve exposure to communicable diseases or sick participants. Occasional driving to sites within the client communities and exposure to inclement weather. Work also involves walking, standing, stooping or bending, lifting 20-40 pounds, setting up and removing tables, chairs, and equipment as needed at the clinic.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of community resources and organizations, and related agencies.
- Knowledge of maternal, child, adolescent and adult nutrition.
- Knowledge of nutrition as it pertains to health and disease.
- Knowledge of principles and skills of dietary recall, evaluation and Recommended Daily Allowances (RDA).
- Knowledge in the area of human lactation.
- Knowledge of the department's mission, policies and procedures.
- Knowledge of local food, nutrition and health care services for possible participant referral.
- Knowledge of eligibility criteria for WIC program.
- Knowledge of laws and regulations applicable to special programs such as WIC and voucher usage.
- Knowledge of advanced interviewing and motivational techniques and behavior change principles to support participant centered services approach.
- Skill in basic mathematics.
- Skill in making judgments with minimal or no consultations.
- Ability to work-effectively with diverse cultural or ethnic populations.
- Ability to communicate effectively both orally and in writing.
- Ability to interview, teach, and counsel participants and members of the community.
- Ability to use a growth grid, pregnancy wheel, standard weight table and pregnancy weight gain grids.
- Ability to assess a participant's nutritional status.
- Ability to implement a nutrition care plan.
- Ability to use discretion in dealing with confidential information.
- Ability to appropriately respond to conflicts or problems related to nutrition issues.
- Ability to work independently and prioritize work assignments.
- Ability to use standard office and computer equipment.
- Ability to repeatedly lift and weigh children and infants.
- Ability to complete and maintain clear, accurate and concise assessment data and medical charting paperwork.
- Ability to identify potential problematic conditions which could place a participant "at nutritional risk".
- Ability to communicate effectively both orally and in writing in English and Somali.



**MINIMUM QUALIFICATIONS:**

**Education:** Completion of an Associate Degree program in Dietetic Technology and registered or eligible to be registered as a Dietetic Technician by the Commission on Dietetic Registration.

**Experience:** None.

**Substitution:** The following options may substitute for the education requirement: (a) Bachelor's Degree in nutrition sciences, community nutrition, clinical nutrition, dietetics, or public health nutrition, public health, biology, psychology, education, human services, social work, sociology, family social science, community health, community health education, health education, health sciences, family consumer sciences, exercise science, or other health related degree from a college or university accredited by the Association of Colleges and Schools; or (b) Bachelor's Degree in Home Economics with emphasis in nutrition as defined by the Minnesota Department of Health WIC Program; (c) any other nutrition related Bachelor's Degree acceptable to the State WIC Program; (c) six months experience as a St. Paul/Ramsey County WIC Nutrition Educator Trainee.

**Certifications/Licensure:** If minimum qualifications are met by completion of Associate Degree in Dietetic Technology, must be registered as a dietetic technician by the Commission on Dietetic Registration before the end of the probation period.

**Other:** Fluency in English and Somali.

Revisions: 1-4-19; 9-16-19; 11-30-15; 6-04-08; 12-17-03.

**Job Class Title: WIC Nutrition Educator - Spanish Speaking****BASIC FUNCTION:**

To determine eligibility for the Women, Infants, and Children (WIC) program through a comprehensive assessment process; provide nutrition education and breastfeeding support; connect families to other social and community services; provide educational resources; make referrals to medical providers; and to perform related duties as assigned.

**EXAMPLES OF WORK PERFORMED:**

1. Determine program eligibility by a comprehensive assessment (nutrition, social, economic, health, cultural, etc.) of the client/family.
2. Perform anthropometric screening and assessment including: complete height and weight measurements and assess growth according to World Health Organization (WHO) and Centers for Disease Control (CDC) growth grids, pregnancy weight gain grids; and perform hemoglobin blood test; complete and evaluate a health history form to aid in identifying risk factors; and complete a dietary assessment.
3. Assess the participant health and nutrition status based on anthropometric and nutrition screening; and develop and implement individualized patient care plans to address any dietary or health concerns to meet identified nutritional, social, cultural, health, economic needs based on WIC program criteria.
4. Coordinate, provide direct services, and document appropriate referrals to health care and community resources and programs; and monitor and re-evaluate participant health and nutritional status.
5. Educate, counsel, and advise clients using nutrition, health, and community resources to address identified needs by building on individual and family strengths; incorporate motivational interviewing and behavior change techniques to provide tailored nutrition education; and motivate families to make healthy changes.
6. Determine appropriate food package for participants based on assessed needs through health and nutrition screenings.
7. Issue WIC benefits and educate participants on use of the WIC benefits and promote redemption of WIC foods.
8. Provide breast/chest feeding promotion, education and support to pregnant participants.
9. Explain WIC program policies, procedures, rights and responsibilities to WIC participants.
10. Assist with other duties such as, but not limited to: filing; data entry; appointment scheduling; phone calls and reminder calls; and assist clinic coordinator.
11. Assist in the training of new WIC Nutrition Educators by orienting them to clinic procedures.
12. Use bilingual or multilingual language skills to serve participants and the public as needed.

*(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12.

**SUPERVISOR/MANAGERIAL RESPONSIBILITY:**

None.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Has regular contact with clinic participants to provide nutrition counseling, education and evaluation; local public health or social service agencies to refer participants for additional services; with public health staff and WIC program supervisors, for case consultation; infrequent contact with community groups to provide nutrition education services.

**IMPACT ON SERVICES/OPERATIONS:**

Proper nutrition assessment, counseling and referral to community resources promotes and improves health and overall quality of life for clients and families; and reduces the need for costlier or less effective types of care or services. Proper lactation education and support leads to greater breastfeeding success and increased breast/chest feeding rates. Proper performance connects families to early childhood education resources improving school readiness. Proper performance of duties has a great effect on the efficiency of clinic work and the capability of the department to carry out the WIC programs. Proper performance results in participants receiving accurate and timely assistance in obtaining WIC benefits; health care provider referrals; appropriate food packages; and general nutrition and WIC counseling. Poor performance could jeopardize participants health and lead to increased need for costly medical services and/or increased incidence of chronic disease; resident dissatisfaction, failure to connect families to community resources and services. Correct interpretation/translation results in improved health and reduced health care cost. Incorrect interpretation/translation could result in participants' misunderstanding nutrition counseling and recommendations.

**WORK ENVIRONMENT:**

Work is performed in community-based WIC clinics in a standard office setting, involving use of a computer up to 6 hours per day, and may involve exposure to communicable diseases or sick participants. Occasional driving to sites within the client communities and exposure to inclement weather. Work also involves walking, standing, stooping or bending, lifting 20-40 pounds, setting up and removing tables, chairs, and equipment as needed at the clinic.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of community resources and organizations, and related agencies.
- Knowledge of maternal, child, adolescent and adult nutrition.
- Knowledge of nutrition as it pertains to health and disease.
- Knowledge of principles and skills of dietary recall, evaluation and Recommended Daily Allowances (RDA).
- Knowledge in the area of human lactation.breast feeding.
- Knowledge of the department's mission, policies and procedures.
- Knowledge of local food, nutrition and health care services for possible participant referral.
- Knowledge of eligibility criteria for WIC program.
- Knowledge of laws and regulations applicable to special programs such as WIC and voucher usage.
- Knowledge of advanced interviewing and motivational techniques and behavior change principles to support participant centered services approach.
- Skill in basic mathematics.
- Skill in making judgments with minimal or no consultations.
- Ability to work effectively with diverse cultural or ethnic populations.
- Ability to interview, teach, and counsel participants and members of the community.
- Ability to use a growth grid, pregnancy wheel, standard weight table and pregnancy weight gain grids.
- Ability to assess a participant's nutritional status.
- Ability to implement a nutrition care plan.
- Ability to use discretion in dealing with confidential information.
- Ability to appropriately respond to conflicts or problems related to nutrition issues.
- Ability to work independently and prioritize work assignments.
- Ability to use standard office and computer equipment.
- Ability to repeatedly lift and weigh children and infants.
- Ability to complete and maintain clear, accurate and concise assessment data and medical charting paperwork.
- Ability to identify potential problematic conditions which could place a participant "at nutritional risk".
- Ability to communicate effectively both orally and in writing in English and Spanish.

**MINIMUM QUALIFICATIONS:**

Education: Completion of an Associate Degree program in Dietetic Technology and registered or eligible to be registered as a Dietetic Technician by the Commission on Dietetic Registration.

Experience: None.

Substitution: The following options may substitute for the education requirement: (a) Bachelor's Degree in nutrition sciences, community nutrition, clinical nutrition, dietetics, or public health nutrition, public health, biology, psychology, education, human services, social work, sociology, family social science, community health, community health education, health education, health sciences, family consumer sciences, exercise science, or other health related degree from a college or university accredited by the Association of Colleges and Schools; or (b) Bachelor's Degree in Home Economics with emphasis in nutrition as defined by the Minnesota Department of Health WIC Program; (c) any other nutrition related Bachelor's Degree acceptable to the State WIC Program; (c) six months experience as a St. Paul/Ramsey County WIC Nutrition Educator Trainee.

Certifications/Licensure: If minimum qualifications are met by completion of Associate Degree in Dietetic Technology, must be registered as a dietetic technician by the Commission on Dietetic Registration before the end of the probationary period.

Other: Fluency in English and Spanish.

Revisions: 8-1-19; 9-20-16; 11-30-15; 7-01-14; 6-04-08; 12-17-03.