



Women Infants & Children (WIC) Nutritionist – Job Description

Reports to: Deputy Director

Status: Full Time Exempt Position

RESPONSIBILITIES:

The WIC nutritionist performs program eligibility and nutritional assessment for individual clients. Client services include nutritional planning, determination of supplemental food needs and provision of breastfeeding supplies. Nutritionists conduct child development and immunization checks, health screenings and referrals. The WIC program nutritionist provide individual and group education in nutrition, breastfeeding and health issues.

This position works in collaboration with the Breastfeeding Coach to promote and offer breastfeeding supports and provide counseling, education and referrals to health and social services, provides outreach to the community encouraging participation in the West Elmwood Housing Development Corporation Sankofa WIC Program.

ESSENTIAL FUNCTIONS:

Women, Infant and Children (WIC) Nutrition Services:

- Provides initial WIC assessment for WIC client and develops nutrition care plans with client centered goals; monitors client progress.
- Provides nutrition classes for clients.
- Coordinates client services and referrals with appropriate agencies when necessary.
- Participates in case plan reviews and interdisciplinary team meetings.
- Develops and/or approves nutrition education materials.
- Trains WIC staff for all clinic and WIC protocols.
- Participates in community events, representing WEHDC WIC nutrition programs when possible. Conducts presentations on WEHDC WIC nutrition programs to local agencies when applicable.
- Completes annual Nutrition Education Plan.
- Participates in all required WIC training as determined by the RIDOH.
- Participates in periodic review of records to evaluate compliance and standard of care.
- Completes quarterly time studies as required by WIC.
- Attends all required meetings as directed by the RIDOH WIC Program.
- Performs all other duties deemed necessary.

KNOWLEDGE, SKILLS & REQUIREMENTS:

- Bachelor`s degree in public health nutrition, nutrition or related field or Registered Dietitian; or Registered Dietitian with Master`s degree.
- Knowledge of nutritional needs of pregnant, post-partum and breastfeeding women, infants and children under the age of five years.

- 1-2 years of experience as a Dietitian/Nutritionist, preferably serving the underserved population.
- Ability to work with clients and staff with a variety of ethnic backgrounds.
- Effectively communicates with clients individually, as well as in group education sessions with a commitment to serving those in need.
- Provides excellent customer service to all internal and external customers.
- Experience with Microsoft Office required.

TO APPLY:

Send your resume and a cover letter describing your qualifications via email to contact@westelmwood.org by Monday, April 9, 2021. Please include “WIC Nutritionist/Coordinator” in the email subject line.

West Elmwood Housing Development Corporation is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. WEHDC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in Rhode Island.