

EMPLOYMENT OPPORTUNITY

WIC Nutrition Educator – Whidbey Island (PT)

The Nutrition Educator provides nutrition and breastfeeding education, and conducts nutrition assessments for the Women, Infants & Children (WIC) program. The Nutrition Educator formulates individualized client education and plans of care, and provides appropriate referrals.

This is a part-time position, (Approximately 18-25 hours per week) at our Whidbey Island office.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Become oriented to WIC program/procedures through staff observation/assisting, independent study, classes and workshops.
2. Complete the state WIC Certifier training.
3.
 - Conduct client assessment interview for service eligibility;
 - Determine client nutrition risk and needs;
 - Provide nutritional and breastfeeding counseling individually and classroom setting;
 - Develop individual plan for WIC services and basic information required;
 - Refer client for health care and social services, as appropriate;
 - Prescribe WIC foods and educate on food purchasing.
4. Maintain client record in WIC database system.
5. Coordinate communications with program staff, outside medical providers, DSHS, state WIC and various service organizations.
6. Identify, research, design and produce educational materials and referral information.
7. May assist with WIC activities at satellite locations, community outreach, and local events.
8. May coordinate and present regularly scheduled cooking classes for client education.
9. May mentor other staff, volunteers, interns and nursing students.
10. Participate in agency meetings and trainings, WIC meetings/training, as required.
11. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or GED/HSE minimum required; Associate Degree in related field preferred.
- Two-years of experience in WIC or other maternal/infant related field, with training in nutrition preferred.
- Previous experience working with the public, interviewing, counseling and teaching preferred.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.
- Medical Assistant Phlebotomist Certificate.
- WIC State Competent Professional Authority Recognition.

- May require Food Handler Permit.

Skills and Abilities

- Bilingual (Spanish/English) preferred; additional languages helpful.
- Proficient in operations for manual and auto scales, height/length boards, hematocrit/hemoglobin analyzers, and blood draw techniques.
- Knowledge of basic cooking techniques required.
- If not previously trained, must become proficient in motivational interviewing and client-centered interaction techniques.
- Interest in teaching nutrition, maternal/infant health and breastfeeding.
- Proficient in Microsoft Office Suite applications including Word, Excel and Outlook; WIC database system.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

COMPENSATION AND BENEFITS:

\$16.44 - \$20.54 per hour (DOE)

Benefits include:

- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Paid Sick and Vacation Leave
- 12 Holidays per year (+2 Personal Holidays per Year)
- Health club discounts

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.
