

**Well Child Center  
JOB DESCRIPTION**

**POSITION TITLE**

Nutritionist

**GENERAL FUNCTION**

Responsible for conducting nutrition assessments, determining client eligibility, and providing nutrition counseling and group education to clients of the Well Child Center.

**DUTIES AND RESPONSIBILITIES**

- Assess client's nutritional status and determine WIC program eligibility.
- Provide individual nutrition counseling based on assessment and WIC program guidelines.
- Prescribe client food package(s); explain and issues EBT card.
- Schedule individual or group nutrition education follow up appointments.
- Refer clients to appropriate medical and community resources.
- Complete client's WIC record including documentation of nutrition assessment, case notes, follow up appointments and referrals, and required forms with signatures.
- Plan and present nutrition education group sessions.
- Utilize the I-WIC Management Information System for all aspects of the WIC program.
- Demonstrate continuing education development through participation in seminars, staff meetings, and in-service programs.
- Maintain client confidentiality.
- Comply with all federal, state and local agency policies, procedures and regulations.
- Provide nutrition education and health information and outreach to community groups and schools.
- Perform miscellaneous responsibilities as directed by the WIC Manager.

**SUPERVISORY RELATIONSHIPS**

Reports to: WIC Manager

**REQUIREMENTS AND QUALIFICATIONS**

- Bachelor's degree or master's degree (preferred) in nutrition related field or its equivalent required.
- Flexible and able to multitask on several different aspects of a project or on multiple projects.