

NUTRITION EDUCATION COORDINATOR

General Description and Examples of Work

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The Nutrition Education Coordinator will plan, develop, and evaluate nutrition program services for the local agency.

Examples of Work

1. Coordinate direct nutrition services to clients [See Chapter 5, Nutrition Services Policies].
 - a. Coordinate distribution of State-disseminated nutrition education information, updates and materials to local agency clinics and staff.
 - b. Evaluate nutrition education materials used by staff to ensure they meet readability, cultural sensitivity, and accuracy requirements in Policy 5.01, Nutrition Services Overview, and 5.01C, WIC Nutrition Education Materials Evaluation Form.
 - c. Participate in Nutrition Education Workgroup, WIC Conference, webcasts, and trainings, to improve nutrition and program services.
 - d. Oversee the development and implementation of quality assurance/improvement plans.
 - i. Utilize MI-WIC reports and other relevant data for improvement of nutrition education and counseling services.
 - ii. Develop and implement client satisfaction measurements for nutrition education.
 - iii. Coordinate completion of Nutrition Education and Breastfeeding Time Study requirements, in conjunction with the WIC Coordinator.
 - iv. Perform record reviews, observations, and quality assurance activities regarding nutrition education, counseling, and documentation.
2. Mentor and share best practices with nutrition services staff, including client-centered nutrition counseling.
 - a. Coordinate observations of all appointment types and classes.
 - b. Plan, implement, and evaluate nutrition education delivery, including classes, modules, individualized education, and nutrition counseling.
3. Facilitate and/or provide nutrition in-service training to local agency staff who provide nutrition services to clients. The training curriculum and materials could include, but are not limited to:
 - a. Principles of life-cycle nutrition, including issues specific to maternal and child nutrition
 - b. Nutrition assessment process and procedures
 - c. Anthropometric and hematological data collection
 - d. Communication/rapport building
 - e. Multicultural awareness
 - f. Critical thinking
 - g. Positive counseling approaches
 - h. Nutrition risk determination
 - i. Food package prescriptions and individual nutrition tailoring

- j. Appropriate external and internal referrals when an issue or concern is outside the Program's or staff person's scope of practice
 - k. The need for an individual care plan and its development for low-risk and high-risk clients
 - l. Client-centered services and customer service practice
 - m. Food safety
 - n. Immunization, lead screening and referrals
 - o. Documentation skills
4. Participate in the development, implementation, and evaluation of the local agency Nutrition Services Plan (NSP).
 5. Provide technical assistance and consultation to local agency staff and other health professionals in nutrition services areas.

Reference:

[2013 WIC Nutrition Services Standards](#)