Position Title: WIC Dietitian I
Pay Range: $27.00-$33.97 (Hourly Rate)
Reports to: Assistant WIC Director/ RD V
Status: Non-Exempt

Primary Purpose and Function
Under the supervision of the WIC Director, the WIC Dietitian plans, develops, implements and evaluates WIC Program activities related to nutrition education and program delivery.

Essential Functions and Responsibilities
1. Provide direct nutrition services and breastfeeding promotion and support and develop nutrition care plans for all WIC participants, especially high-risk participants (80%)
2. Become familiar with local cultural groups, tradition and practices that may affect nutrition education and health (2%)
3. Become thoroughly oriented to WIC; apply rules and regulations; participate and learn through cross-training all Nutrition Assistant I, II, and III duties (5%)
4. Ability to effectively utilize the WIC Management Information System (WIC MIS, a WIC specific computer system) and all of it’s portals
   Prioritize incoming participant’s needs and troubleshoot voucher printer issues
5. Demonstrate knowledge of competencies through checklists and quality assurance tools developed for WIC policy and procedures; Complete WIC Nutrition Assistant (WNA) certification process as needed
6. Plan and provide training on current nutrition and health education topics to staff, community agencies, dietetic students and/or volunteers (2%)
7. Research, develop, and conduct nutrition education classes relevant to WIC population, including selecting appropriate materials (2%)
8. Effectively utilize local resources and possible referrals to best serve the needs of our diverse population (4%)
9. Assist in the planning and execution of programs to enhance teamwork, staff satisfaction and retention (2%)
10. Perform as a site supervisor, managing clinic flow and staffing patterns. (5%)
11. Work one evening per month or Saturday as needed to maintain WIC services; work at WIC sites as assigned (.5%)
12. Complete compliance and quality assurance chart audits on Nutrition Assistant I’s and WIC Nutrition Assistants (.5%)
13. Participate in a variety of activities including: (2%)
   Function as a local vendor liason following State WIC protocol
   Assist with worksite wellness activities as needed

WIC Dietitian I Job Description Revised 4/24/17
Required Knowledge and Skills

1. Must be Registered Dietitian with Commission on Dietetic Registration, or be eligible to be registered
2. Must have valid California Driver’s License and vehicle

Preferred Knowledge and Skills

1. Previous WIC or Public Health Experience
2. Word processing experience
3. Bilingual skills in Spanish, Russian, or a Southeast Asian Language
4. Demonstrate excellent English verbal, writing and word processing skills, legible handwriting
5. Desire to learn about health and nutrition and enjoy working in a fast paced setting
6. Appreciate diverse staff and clientele and demonstrate sensitivity to challenges faced by low income and minority families

At-Will Employment

Community Resource Projects’ (CRP) employment policy is at will. Under the at-will policy neither the employee nor CRP is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at will. Either side may terminate the relationship at any time, with or without cause and with or without notice. CRP also retains the right to demote, transfer, change employee job duties, and change employee compensation at any time with or without notice and with or without cause in its sole discretion. In deciding to work for CRP, or continuing to work for CRP, you must understand and accept these terms of employment.