



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

NORTHEAST COLORADO HEALTH DEPARTMENT

JOB TITLE: WIC EDUCATOR I

Updated: June 2021

Full Time, Non-Exempt (Will Consider Part-Time)

GENERAL STATEMENT OF DUTIES:

Performs a variety of paraprofessional, client service, and clerical work related to public health nutrition in delivering WIC program services to WIC participants. This position will be located at the Northeast Colorado Health Department in Yuma, Colorado.

SUPERVISOR | DEPARTMENT:

WIC Manager Client Health Services

GENERAL SUMMARY OF DUTIES:

This position is an entry-level job in the WIC Educator job family. Incumbents at this level typically receive direct and continual supervision over their work and through the training modules to ensure accuracy and completion.

PRIMARY RESPONSIBILITIES:

The following statements are examples of the duties and responsibilities of the job; these duties may change, expand or be modified by NCHD.

- Provide information to clients and public regarding program services, guidelines, and eligibility criteria.
- Determine program eligibility in accordance with WIC program guidelines.
- Oversee and maintain a scheduled caseload of participants participating in the WIC program.
- Schedule client appointments consistent with the issuance of WIC food benefits and with the appropriate amount of allotted time based on appointment type.
- Accurately perform required anthropometric measurements.
- Determine and tailor food packages to individual client needs and provide ongoing nutrition education as specified by nutrition education checklist or as directed by the Registered Dietitian.
- Set goals with the client, document progress toward goals, and reevaluate and establish new goals within WIC guidelines and protocols.
- Document and update client information including risk factors, health assessments, diet histories, and nutrition plans and progress.
- Identify high and moderate risk clients, such as, low eights, changes in status, medical problems, and related issues; refer high-risk clients to the Registered Dietitian within the correct time frame.

- Serving Logan, Morgan, Phillips, Sedgwick, Washington and Yuma counties since 1948 -



- Make referrals to other County departments, community groups, and outside agencies for health care, food banks, Medicaid, and social services assistance.
- Perform general clerical duties in support of daily WIC functions, such as, answering phones, filing, typing, and restocking office supplies, forms, and education materials.
- Assist in preparing education materials and displays.
- Perform other duties as appropriate or necessary for performance of the job.

KNOWLEDGE, SKILLS & ABILITIES:

- Basic principles of nutrition.
- Provide professional and sensitive customer service to clients and public of diverse cultural and socio-economic backgrounds.
- Communicate clearly and concisely, both verbally and in writing.
- Prepare and maintain clear and concise charts and records.
- Maintain sensitive and confidential information.
- Accomplish the assigned workload in a timely manner and meet established performance standards and objectives.
- Establish and maintain effective working relationships with other Health Department employees, representatives of other agencies and organizations, and members of the community.
- Basic personal computer use sufficient to enter and retrieve data, perform word processing, and communicate through e-mail.
- Basic clerical skills necessary for typing, filing, and answering phones.

QUALIFICATIONS:

- Minimum of a High School diploma or GED.
- Possession of a valid Colorado Driver's License.
- Bilingual (English/Spanish) in Yuma and Ft Morgan locations; Bilingual is preferred for Sterling location