

Subject: Nutrition Services Coordinator Job Responsibilities

Effective Date: October 1, 2009

Revised from: October 1, 2008

Policy: Each Local Agency or clinic must appoint one person to act as the local Nutrition Services Coordinator. The Nutrition Services Coordinator is responsible for the provision and coordination of nutrition services for the clinic. If person assigned as Nutrition Services Coordinator is not a registered/licensed dietitian, they must work in conjunction with the agency’s RD in carrying out the assigned duties. The Nutrition Services Coordinator plans, manages, implements, and evaluates the nutrition components of the WIC Program. This person interprets and disseminates current scientific information regarding food, nutrition, diet and health to professionals working in the local clinic, related health and human service agencies, and the public. The Coordinator functions as the primary author of the annual Nutrition Services Plan.

Reference: Nutrition Services Standards

Procedure:

1. The clinic designates one staff person to fulfill the responsibilities of the local Nutrition Services Coordinator. If this person is not a registered/licensed dietitian, they must work in conjunction with the agency’s RD in carrying out the assigned duties.
2. The clinic notifies the State Agency of the person designated as the Nutrition Services Coordinator.

The following table defines the typical roles and credentials of the clinic Nutrition Services Coordinator:

WIC SERVICE	Clinic Nutrition Services Coordinator
Nutrition Services Plan	<ul style="list-style-type: none"> • Writes and directs implementation of the Nutrition Services Plan for the agency with input from all WIC staff. • Works with local Breastfeeding Coordinator on the breastfeeding action plan and survey results. • Completes needs assessment to determine the nature and extent of nutrition needs and problems of the target population.
Budget/Nutrition Education Expenditures	<ul style="list-style-type: none"> • Assists in the budget planning process for nutrition services. • Assists with the procurement of nutrition assessment equipment and education materials.
Clinic Operations	<ul style="list-style-type: none"> • Coordinates and assures the provision and quality of direct nutrition services to clients. • Assures that the nutrition education contacts provided by clinic staff is appropriate to the client’s nutritional risk and category. • Provide nutrition counseling to high-risk clients and develop/update nutrition care plans. • Assists in promoting breastfeeding in the clinic and community.

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Nutrition Services Referral and Coordination	<ul style="list-style-type: none"> • Coordinates WIC nutrition services including referrals with other health department and community programs based on client need. • Facilitates integration of WIC nutrition services with other nutrition and breastfeeding support services provided to clients. • Provides consultation to community programs on WIC nutrition topics as requested. • Participates in case conferences, evaluation and planning with other health care providers. • Participates in interagency planning concerning community nutrition problems and the use of resources.
Nutrition Education Activities	<ul style="list-style-type: none"> • Coordinates nutrition education activities with check pick up and computer-assisted nutrition education by clients • Coordinates and reviews nutrition education classes for scientific accuracy, appropriateness for each client category/risk factor. • Maintains lesson plans and initial evaluations for all nutrition education classes, interactive displays, and self-study modules. • Prepares reviews and selects nutrition education materials. • Prepares local clinic newsletters on nutrition topics. • Participates in health and nutrition studies; may initiate nutrition studies and analyze nutrition services outcomes.
Training/Education	<ul style="list-style-type: none"> • Provides and coordinates in-service training, technical assistance and orientation of clinic staff to nutrition services.
Knowledge/Skills Requirements	<ul style="list-style-type: none"> • Broad knowledge of the theoretical and practical principles and practices of nutrition, dietetics, education and public health including health care ethics, case management, and care coordination. • Completes the required SA training modules based upon job responsibilities. • Advanced level of knowledge of current scientific information regarding maternal and child nutrition, diet, and health. • Specialized knowledge of the organization of health and nutrition services in the community. • Skill in conducting a community assessment and translating data into the nutrition services plan. • Skill in presenting oral and written ideas in a clear, concise and persuasive manner to professionals and the public. • Experience in providing direct nutrition services to families, mothers, and children.
Professional Credentials	<ul style="list-style-type: none"> • Registration by the Commission on Dietetic Registration of the American Dietetic Association (RD) OR • Dietetic licensure (LD) by the State of Kansas.