



## **WIC NUTRITIONIST / COORDINATOR**

**Posted on 2/4/18**

**Immediate Availability**

Full-Time position available immediately in the Tri-County Community Action Agency's WIC program. Work schedule may include some evening and Saturday hours. Must possess a Bachelor degree in Nutrition or Dietetics. Bi-lingual (Spanish) preferred, but not required.

The duties of this position include: Responsibility for the preparation of the annual Local Agency Nutrition Education Plan and ensuring the accomplishment of its objectives; Ensuring Agency compliance with conditions set forth in the local Agency agreement, federal regulations, and state rules and procedures; Ensuring quality assurance for all nutrition services including nutritional assessments, standards of care, and the quality of nutrition education; Maintaining participant caseload on an ongoing basis; Developing and managing of systems to ensure efficient and timely appointment scheduling and patient flow and to maintain low no-show rates; Weighing, measuring and taking blood samples from WIC participants (as necessary); Maintaining client confidentiality at all times; Ensuring staff cooperation, managing any potential staff conflicts, providing & using resources to maintain professional office environment; Completing staff performance evaluations for WIC staff according to the Agency's schedule; Acting as a liaison between the Agency and the State WIC Agency; Acting as a representative of the Agency with other health and human service agencies in the community for outreach and referral purposes; Updating the WIC Protocol Notebook on an ongoing basis; Updating WIC Time Line duties accordingly.

**APPLICATION PROCESS:** Cover letter and resume to [apply@tricountyri.org](mailto:apply@tricountyri.org); fax to 1-855-372-4016; mail to Tri-County Community Action Agency, 1126 Hartford Avenue, Attention: HR, Johnston, RI 02919.

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