



Nutrition Education Specialist (WIC)

Classified

LEVEL:

GREENLEE COUNTY
Established Date:

JOB SUMMARY

Under Supervision of The WIC Director, The WIC Nutrition Specialist is responsible for providing nutrition education, assessing eligibility, and certifying participants for the Women, Infants, and Children (WIC) Program. This role supports the health and well-being of low-income pregnant, postpartum, and breastfeeding women, as well as infants and children up to age five, by delivering personalized nutrition guidance and promoting healthy lifestyle practices.

ESSENTIAL JOB FUNCTIONS

- Prepares enrollment and eligibility forms and provides a variety of services to WIC clients, including food instrument issuance, height/weight and hemoglobin health screenings, referrals, breastfeeding and nutrition counseling.
- Provides dietary intake evaluation, including socio-economic and environmental factors affecting nutritional status.
- Prepares and maintains case management files.
- Performs data entry on office computers.
- Performs nutrition screening in accordance with clinic procedures.
- Perform routine laboratory and screening procedures.
- Conducts ongoing quality assurance in laboratory and other clinical procedures.
- Conducts follow-up on referrals received from community sources for needed nutritional care.
- May assist in program planning.
- May train other staff in program procedures.
- Participate in continuing education to maintain competencies and to update current nutrition knowledge.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

- Any combination of education, training and experience equivalent to graduation from high school
- Must possess and maintain a valid Arizona Driver License

KNOWLEDGE, SKILLS AND ABILITIES

- Nutrition counseling and motivational interviewing
- Client assessment and critical thinking
- Clear verbal and written communication
- Building rapport with diverse populations
- Time management and organization in a fast-paced clinic setting
- Accurate data entry and electronic health record documentation
- Problem-solving and decision-making
- Outreach and community engagement
- Multitasking while maintaining attention to detail

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods while working at a computer or conducting client consultations
- Ability to stand and walk periodically throughout the clinic or office
- Ability to use standard office equipment, including computers, phones, and printers
- Ability to perform repetitive hand and wrist movements (e.g., typing, data entry)
- Ability to communicate clearly in person and over the phone/computer
- Ability to occasionally lift and carry items up to 15–25 pounds (e.g., educational materials, office supplies)
- Ability to bend, reach, and move as needed to access files or equipment
- Visual ability to read screens, documents, and client records
- Ability to travel locally for outreach events or community activities, if required