

Watts Healthcare Corporation
Job Description:

JOB TITLE: Nutrition Services Manager

Exempt (Y/N): No
SHIFT: 8:00 AM - 5:00 PM (variable)
LOCATION: WIC Site(s) DEPARTMENT: WIC
SUPERVISOR: WIC Associate Director
PREPARED BY: WIC Associate Director DATE: 08/27/09
APPROVED BY: WIC Director REVISED DATE: 12/21/22

SUMMARY: Under the direction of the WIC Director and Associate Director, this position is primarily responsible for staff training and development of paraprofessional and high-risk nutrition staff. In addition, this position is responsible for Quality Improvement (QI) of the paraprofessional and high-risk programs. This position is approximately 80% administrative and 20% direct client services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

Works in close collaboration with the Associate Director, Area Manager, and Training Coordinator to determine the training needs of all the WIC program staff, as it relates specifically to CDPH/WIC standards.

Develops, plans, implements, and evaluates nutrition education policies for WIC program staff necessary to achieve health and nutrition education goals and objectives.

Coordinates all aspects of the high-risk nutrition components of the WIC program.

In conjunction with the Associate Director, prepares and trains paraprofessionals to be WIC Nutrition Assistants (WNA) and determines competency to submit authorization requests to CDPH/WIC for approval.

In coordination with the Training Coordinator, develops and implements a monthly in-service and training schedule to enhance staff development.

Coordinates with the WIC Associate Director to complete annual updates to CDPH/WIC's Nutrition Services Plan.

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Provides ongoing training on, but not limited to:
Basic nutritional needs throughout the life cycle;
orienting new participants to the WIC Program;
documentation of WIC services and referrals;
completion of dietary and other WIC forms

Oversees and assists with the development of lesson plans and themes for monthly nutrition & health education classes and food demonstrations.

Coordinates the Quality Improvement program with WIC management which includes:

- Monitoring groups and individual counseling of the WIC program staff.
- Record reviews and observations of WIC program staff.

Coordinates training of new staff on WIC's Web Information System Exchange (WIC WISE) and telehealth tools/programs.

Provides oversight and technical assistance to Registered Dietitians and Degreed Nutritionists as it relates to high-risk operations and activities.

Provides training modules for new nutritionists in the WIC program.

Conducts in-depth complex nutritional assessments of participants identified as Intervention Level: Nutritionist (Level N) during enrollment and recertification.

Evaluates dietary intakes and reviews medical records for nutritional risk determination and provides nutrition interventions for Level N participants.

Collaborates and provides assistance to the Breastfeeding Coordinator on BF promotion efforts in the WIC clinics.

Consults with physicians on nutrition and breastfeeding-related issues to assure proper care and compliance with CDPH/WIC policies and procedures.

Responsible for the determination of necessary policy changes for therapeutic, non-contract supplemental formula issuance to participants.

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Assists with the monitoring of all nutrition education materials provided to participants; ensures that accurate, reliable, evidence-based and appropriate information provided.

Attends in-services, trainings, meetings, conferences and other continuing education sessions as assigned.

Assists the Outreach Coordinator/Local Vendor Liaison in training staff on vendor education as it relates to the WIC program.

Performs other administrative duties as necessary to ensure that the site is running smoothly and efficiently.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in Food and Nutrition or Dietetic, or Health Education-related field. Master's Degree preferred. Must be knowledgeable in the areas of normal and therapeutic nutrition as it relates to pregnancy, lactation and infant/child nutrition.

Three (3) years experience in related field. Masters Degree in Nutrition, Public Health or Education-related field may be substituted for one year of work experience.

Lactation Educator certificate or advanced breastfeeding education or training is preferred.

LANGUAGE SKILLS: Bilingual (Spanish/English) Preferred

SKILLS REQUIRED:

Must have excellent organizational skills, effective communication, teaching, and interpersonal skills

Ability to work with the corporate office, WIC personnel and other program personnel.

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Ability to work with the corporate office, WIC personnel and other program personnel.

Must be ethnically sensitive to the staff and Participants' needs.

Ability to supervise, evaluate and foster team work among the WIC staff.

Must have computer skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee is occasionally required to stand; sit; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and fumes or airborne particles.

The noise level in the work environment is usually moderate.