

Nutrition/Health Volume  
Management Section

Local WIC Provider Nutrition Personnel: Nutrition Coordinator (2.01450)

ER# 2.01450

Authority 2012 7 CFR 246.11 (d); 246.2; 246.4(a); 2004 Missouri Senate Bill 1122, sections 324.200 to 324.225

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**POLICY:** The Nutrition Coordinator is responsible for participating in the development and implementation of public health nutrition services. Work involves coordinating all nutrition and breastfeeding services provided to participants. Successful completion of state approved training must occur within time designated by the State WIC Office.

**PROCEDURES:**

- A. The Nutrition Coordinator is responsible for the following (the position may not include all the duties listed.):
1. Planning and implementation of the nutritional components of the local WIC Program.
  2. Overseeing the health and nutrition education services provided by all Local WIC Provider staff.
  3. Reviewing and approving all lesson plans for all group nutrition education including: Breastfeeding Promotion/Education, Substance Abuse and Self-paced Learning Modules.
    - a. The State Nutritionist will review and approve all FNEP lesson plans.
  4. The Nutrition Coordinator will observe the FNEP educator prior to delivery of group nutrition education sessions using approved FNEP lesson plans.
    - a. The Nutrition Coordinator will review and approve all nutrition education materials (e.g. newsletters, recipes, bulletin boards, etc.)
  5. Providing technical assistance and consultation regarding nutrition and breastfeeding services to other local agency staff and professionals in the community.
  6. Planning and evaluating the nutrition and breastfeeding component using various health/nutrition data available from the state WIC office and the Centers for Disease Control (CDC).
  7. Providing consultation, as requested, in the development and evaluation of educational material/visual aids used in the nutrition education of individuals, students, public health staff, community groups, etc.
  8. Preparing reports, records and other data related to nutritional services.
  9. Evaluating the appropriateness of nutrition-related pamphlets/fact sheets and

audiovisuals for use in the Missouri WIC Program according to established criteria.

10. Participating in staff in-services and/or training sessions related to WIC policies/procedurals changes.
11. Assuring that the [Nutrition Training Manual](#) (formerly known as the Self-Teaching Training Manual) case studies completed by local agency CPA are accurate.
12. May have Breastfeeding Coordinator responsibilities if assigned by the local WIC provider.
13. Conducts train-the-trainer sessions on subjects determined by the State Office.

~~B. Preventing Conflict of Interest~~

- ~~1. Health professional staff that certifies a WIC applicant/participant for benefits should not, on a regular basis, issue food instruments for the same applicant/participant throughout the entire certification period. Refer to [ER# 3.04800](#).~~
- ~~2. No one LWP staff shall certify oneself for WIC benefits nor issue food instruments or supplemental foods to oneself.~~
- ~~3. Employees of a LWP staff shall not certify relatives or close friends for WIC benefits nor issue food instruments or supplemental foods to them.~~

B. Program Integrity

1. The WIC staff shall adhere to ER # 1.07000 to ensure program integrity.

C. Required Knowledge, Skills and Abilities:

1. Knowledge of the principles and practices of nutrition and food, particularly in relation to health and disease.
2. Knowledge of current developments in public health nutrition and their application to the local nutrition program.
3. Knowledge of social, cultural and economic problems and their impact on public health nutrition.
4. Skills in planning and organizing work assignments.
5. Ability to effectively develop educational materials for participant- centered nutrition education and counseling.
6. Ability to gather, interpret, evaluate and use statistical data.
7. Ability to present ideas clearly and concisely, orally and in writing.
8. Demonstrate rapport building by establishing and maintaining effective working relationships with WIC participants, WIC team members and other health and social services personnel.

9. Knowledge of adult learning principles, stages of change, and basic counseling methods.
10. Basic computer skills and literacy in using Windows Explorer.

D. Minimum Qualifications/Education:

1. Must meet one of the following qualifications:
  - a. Graduation from an [accredited](#) four-year college or university with a bachelor's degree in dietetics, public health nutrition, human nutrition, nutritional sciences, nutrition and fitness, sports nutrition, restaurant and food service management, foods, family & consumer sciences, human environmental sciences, or home economics; including or supplemented by at least 15 semester hours in foods and nutrition from a 4-year program including at least one (1) course in diet therapy or medical nutrition therapy I & II and one (1) course in community nutrition or nutrition in the life cycle/life cycle nutrition; or
  - b. A master's degree in public health nutrition, human nutrition, nutrition education, or dietetics from an [accredited](#) college or university; including or supplemented by at least 15 graduate or undergraduate semester hours in foods and nutrition from a 4-year program including at least one (1) course in diet therapy or medical nutrition therapy I & II and one (1) course in community nutrition or nutrition in the life cycle/life cycle nutrition; or
  - c. Completion of an undergraduate curriculum [accredited](#) or approved by The Academy of Nutrition and Dietetics – Accreditation Council for Education in Nutrition and Dietetics (ACEND) resulting in a verification statement from a Didactic Program in Nutrition and Dietetics; or
  - d. Completion of a dietetic internship program [accredited](#) or approved by The Academy of Nutrition and Dietetics – Accreditation Council for Education in Nutrition and Dietetics (ACEND) resulting in a verification statement from an Internship Program in Nutrition and Dietetics; or
  - e. Registered Dietitian (RD), Licensed Dietitian (LD) in the state of Missouri (registration or current eligibility for registration by the Commission on Dietetic Registration (CDR)); and
2. Must also meet one of the following:
  - a. Meets educational requirements as listed for nutritionist in USDA Code of Federal Regulations, 7 C.F.R. Part 246.2 under [Definitions](#) for Competent Professional Authority; or
  - b. Meets qualifications as indicated in USDA's [Nutrition Services Standards](#), Nutrition Services Staffing section, Standard 1 Staff Qualifications, Roles, and Responsibilities, E & F.

E. Continuing Nutrition Education Requirements:

1. Registered Dietitians (RD) and Licensed Dietitians (LD) must retain a copy of

- current state license on file at the local WIC provider for monitoring purposes.
2. Nutritionists (non-RD) must complete a minimum of five (5) continuing nutrition education (CNE) hours per Federal Fiscal Year (FFY). Retain a copy of documentation of completion of these hours on file at the local WIC provider for monitoring purposes.
    - a. Resources for acceptable/approved CNE are:
      - i. Training sessions provided by the Nutrition Training Institute (NTI) and approved by the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics, as Continuing Professional Education (CPE) for RDs.
      - ii. WIC Works Learning On-Line (WLOL) Modules, which are CPE approved by CDR for RDs.
      - iii. DHSS Lactation Education modules on-line, which are CPE approved by CDR for RDs.
      - iv. Nutrition related seminars/conferences, which are CPE approved by CDR for RDs.
      - v. State developed trainings that are CPE approved by CDR.
      - vi. Training provided by other sources that is approved by the agency's assigned State Technical Assistance Nutritionist prior to attending the session.
  3. It is highly recommended that a variety of nutrition education topics is completed/attended per Federal Fiscal Year (FFY).