



Position Requirements

POSITION TITLE: Volunteer WIC Nutrition Education	DATE: May 2016
DEPARTMENT: WIC	REPORTS TO: WIC Breastfeeding Education Coordinator

Position Summary:

The Volunteer WIC Nutrition Education Assistant is an unpaid position as part of the Volunteer Program reporting to the department head. Works under the general direction of the Breastfeeding/Nutrition Education Coordinator. Develops nutrition education materials for staff and WIC participants. Obtains participant feedback regarding nutrition education. Assembles materials for delivery. Develops and makes photocopies, assists in creating and assembling displays.

Position Responsibilities:

- Assists with the preparation and organization of materials for nutrition education for staff and WIC participants.
- Assists with the disbursement of nutrition education and materials to WIC sites.
- Assists in the reproduction of materials.
- Assists with the creation and assembly of displays for WIC sites.
- Performs other duties related to nutrition education as assigned by the Nutrition Education Coordinator.

I. Position Objective I:

- a. Ability to communicate effectively, verbally and in writing.
- b. Ability to use basic computer/word processing/spreadsheet software applications.
- c. Ability to organize work and perform it in a neat, thorough, effective manner, handle multiple projects, word processing, spreadsheets and deadlines.
- d. Ability to learn quickly and function in a team with supervision.
- e. Ability to perform several tasks simultaneously, meet deadlines and make responsible decisions according to established policies.
- f. Ability to be flexible and adaptive.

II. Position Objective III: General Corporate Expectations

- a. Attends Volunteer Orientation.
- b. Attends and actively participates in all meetings (e.g., department meetings, program meetings, employee staff meetings) and other activities as required or assigned.
- c. Demonstrates awareness of, and compliance with, organizational mission and objective of UHC to provide health care access and support services for all members of the community.
- d. Other work-related duties as assigned by supervisor. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally either verbally or in writing.
- e. Maintains confidentiality and respect for information regarding patients and other team members; abides by UHC Rules of Confidentiality and the WIC Policies and Procedures Manual (WPPM).
- f. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, and patients served, maintaining a professional appearance and positive image for the health centers.
- g. Contributes to the team by promoting positive staff interaction, maintains open communication with other programs/departments.

Qualifications:

- Must be High School Graduate or GED required.
- One year of college education with course(s) in Nutrition, Health Education, and/or Nursing.
- Minimum 1 year of work experience in related field preferred.

Skill Requirements

- Able to quickly build and maintain rapport with participants and team members of differing backgrounds; team player
- Customer-service oriented
- Basic computer skills and able to learn and understand the WIC MIS Program
- Positive professional insight
- Flexibility and dependability
- Demonstrated good problem-solving skills; sound judgment
- Modern office practices and procedures including email
- Attention to detail and excellent follow-through on work tasks
- Able to handle multiple tasks simultaneously
- Bilingual (English/Spanish) preferred.

Physical Requirements

- Must be able to lift up to 20 pounds and push up to 50 pounds (on wheels).
- Has ability to speak clearly in order to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn.
- Must be able to stand for prolonged periods of time.

Signature:

Print Name:

Date: