



EMPLOYMENT OPPORTUNITY

Title: Nutrition Educator

Job Posting: #0111

Date Posted: 11.28.2018

Program: WIC

Locations: WIC clinic, Bryan, TX, and satellite WIC sites as needed

Beginning Salary: 13.30

Duties: The position of WIC Nutrition Educator is responsible for performing WIC certification procedures by obtaining client information and income eligibility per state and local policy. WIC Nutrition Educator duties include but are not limited to providing nutrition and breastfeeding counseling, prescribing nutrition supplemental food packages maintaining files, answering phones, greeting clients, scheduling appointments and data entry.

Educational Requirements: High School Diploma or GED, 12 months experience as a WIC Clerk and completion of the DSHS WIC Certifying Specialist Training Program

Required Skills: Basic computer knowledge, efficient data entry skills, attention to details, excellent communication and customer service skills

Work Schedule: Monday through Friday, some Saturdays

Work Hours: 40 hour work week requiring some late nights and Saturdays

Travel Requirements: Travel within the service area up to 50% and to Austin for training up to twice per year.

Optimum Qualifications: The successful candidate should speak and read English and Spanish well and must also meet the aptitude requirements listed in this description. Exceptional organizational skills are needed.

Skills & Abilities: A WIC Clerk must have the ability to perform WIC activities & to accomplish them efficiently according to protocols in a manner that promotes excellent customer service.

Other Requirements: A WIC Clerk must have the ability to multi-task and work cooperatively with others; ability to work with people of many cultural backgrounds. Ability to adjust to various work styles and expectations as needed throughout the WIC sites.

Certifications/Licenses Required: Valid driver's license with good driving record

BVCAP offers a well-rounded benefit package to all full-time regular employees who work 30+ hours a week. Eligibility may vary for specific programs based on your employment status.

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- **Company Paid Short Term and Long Term Disability**
- **Company Paid Life Insurance and AD&D**
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- **Vision Plan**
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