

## Local Agency Nutrition Coordinator

### A. Purpose of Procedure

Every local WIC agency is required to have a Local Agency Nutrition Coordinator.

### B. Scope of the Procedure

Local Agency Nutrition Coordinators must have specific qualifications and must perform specific responsibilities in providing nutrition services.

### C. General Procedure

#### Qualifications

- The Local Agency Nutrition Coordinator must meet the following qualifications
  - Bachelor degree in the field of nutrition from an accredited college or university and has a minimum of 1 year of job related experience OR
  - Holds a master or doctoral degree in nutrition from an accredited college or university
  - Meets the qualifications of a Competent Professional Authority (CPA)
  - Has experience in program management
  
- The following skills are desirable:
  - Being able to communicate and work well with others
  - Having program development skills
  - Having counseling skills
  - Having community linkage experience
  - Having participant advocacy experience
  - Having professional work experience or volunteer experience with nutrition activities

#### Responsibilities

A Local Agency's Nutrition Coordinator's responsibilities include, but is not limited to the following:

- Assisting in developing the local agency nutrition education and breastfeeding promotion and support plan
- Coordinating the nutrition services provided to participants
- Overseeing the food and formula prescriptions and coordinates with medical providers as needed
- Assisting with nutrition in-service trainings for local agency staff
- Assisting with developing the training plan for staff who provide nutrition services

- Provides technical assistance and coordinates with regional and state health providers
- Performs the roles and responsibilities of the Competent Professional Authority (CPA)
- Participates in meetings with the State Nutrition Coordinator such as the Nutrition Services Committee calls. An approved alternate can attend the Nutrition Services Committee calls.