

**WIC Nutrition Assistant**

Community Action Partnership for Madison County  
Utica, NY

We are hiring a WIC Nutrition Assistant. This is a full time position, eligible for benefits. This position will be based in the Utica WIC office, with travel to other Tri-County WIC offices as needed.

**Duties:**

Provide support to the Tri-County WIC initiative. Provide clinic and office support to the WIC Nutritionists. Gather information for certifications and nutrition assessments in a consumer friendly, professional, and participant-centered manner with the ultimate goal to enhance the lives of those served.

- Provide excellent customer service to participants in the clinic.
- General receptionist duties such as answering phones, scheduling appointments, following up on missed appointments and greeting participants.
- Conduct program orientation, including explaining program benefits, issuing eWIC cards, and setting up WIC2GO and providing list of vendors.
- Collect information for certifications, including verifying income and adjunct qualifiers.
- Collect information for the nutrition assessment, including obtaining anthropometric and hematological data, as trained.
- Participate in breastfeeding promotion and support.
- Provide referrals to health and social services as required.
- Assist Nutritionist in planning and evaluating participant-centered nutrition education.

**Requirements:**

- High School Diploma or GED and one year of experience working with children and families
- Associates or Bachelor's Degree in Health or Human Services can be substituted for experience
- Must possess strong oral and written communication skills
- Must possess the ability to work independently and as a team member, the ability to keep information confidential, and the ability to establish healthy client/worker boundaries
- Computer proficient, especially in Microsoft applications
- Must have a valid driver's license, safe driving history, and reliable vehicle

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume, cover letter and three professional references to:

[HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AEE.