WIC Clinic Nutrition Assistant

Pay | $20.00 per hour
Schedule | Full-time and part-time applicants welcome
Total staffing need | 2.0 full-time equivalents (FTE)
Location | WIC clinics throughout Delaware County, Pennsylvania
Program | Family Village – Women, Infants, and Children (WIC)
Reports to | WIC Program Area Supervisor

About Family Village

Family Village, a program of The Foundation for Delaware County, supports maternal, infant, and family health through programs including WIC, Healthy Start, and Nurse-Family Partnership.

Benefits

The Foundation offers health, dental, and vision coverage, a 403(b) retirement plan, paid time off and holidays, an employee assistance program, and professional development opportunities. Benefits vary by schedule and plan eligibility.

Position Summary

Help Delaware County families enroll in WIC, access nutritious foods, and get answers to their nutrition and breastfeeding questions. As a WIC Clinic Nutrition Assistant, you'll work directly with participants to set practical nutrition goals, explain how to use WIC benefits, and connect families with local health and social services. This role combines hands-on clinic work, one-on-one education, and community outreach.

Key Responsibilities

- Welcome participants, schedule appointments, and explain WIC eligibility and enrollment requirements. Verify income and residency as part of the certification process.

- Interview participants, take height and weight measurements, and perform and interpret blood screenings in accordance with WIC protocols.
- Provide individualized nutrition and breastfeeding education, including guidance on breastfeeding techniques and breast pump use.
- Select food packages based on participants' needs, explain and issue WIC food benefits, and document services in the PENN system.
- Refer families to community resources, document follow-up, and use language services as appropriate.
- Protect participant confidentiality and support outreach to help eligible families learn about WIC.

Qualifications

- A high school diploma or GED is required.
- A Nutrition and Dietetic Technician, Registered (NDTR) credential, college coursework in nutrition or dietetics, or an associate or bachelor's degree in a health-related field is recommended.
- Two years of experience in healthcare, nutrition education, or a clinical setting is preferred.
- Strong customer service, clear verbal and written communication, and accurate data entry skills are important. Candidates should be able to explain health information in ways that respect participants' cultural, language, and literacy needs.

Other Requirements

Travel between WIC clinics throughout Delaware County is required. The role may involve occasional irregular hours and lifting or carrying equipment and supplies weighing up to 30 pounds. Clinical screening duties may involve exposure to bloodborne pathogens.

Mandates

- Comply with the Foundation's annual influenza immunization policy during flu season.

- Fulfill mandated reporting responsibilities and follow established WIC reporting procedures.
- Serve as a designated frontline employee during emergencies or crises.

Equal Opportunity Employer

The Foundation for Delaware County is an Equal Opportunity Employer.

Application Instructions

Send your résumé and cover letter to **HumanResources@delcofoundation.org** with **WIC Clinic Nutrition Assistant** in the subject line. Please indicate whether you're interested in full-time or part-time work.