700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

Job Title: WIC Educator	
Pay Range $16.00 - $17.50 Hr	**Updated: March 2026**
Supervisor WIC Manager	**Location Sterling**
Schedule: 20-25 hours per week with schedule flexibility	**Employee Type Part Time**
Education: High School Diploma or equivalent	**License/Certificates** • Driver's License (Required)

General Statement of Duties

Performs a variety of paraprofessional, client service, and administrative duties to support public health nutrition services through the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). Provides direct nutrition education and program services to eligible participants. This bilingual WIC Educator primarily serves clients at the Sterling office.

Primary Duties and Responsibilities

- Provide information to clients and public regarding program services, guidelines, and eligibility criteria.
- Determine program eligibility in accordance with WIC guidelines.
- Oversee and maintain a caseload of participants in the WIC program.
- Schedule client appointments consistent with the issuance of WIC food benefits, and with the appropriate time allotted based on appointment type.
- Accurately perform and record anthropometric measurements.
- Determine and tailor food packages to individual client needs and provide ongoing nutrition education as specified by nutrition education checklist or as directed by Registered Dietitian.
- Set goals with participants, document progress, and reevaluate and establish new goals within WIC guidelines and protocols.
- Document and update client information including risk factors, health assessments, diet histories, and nutrition plans and progress.

- Identify high and moderate risk clients, such as low weights, changes in status, medical problems, and related issues; refer high-risk clients to the Registered Dietitian within the appropriate timeframe.
- Make referrals to other NCHD programs, county departments, community groups, and outside agencies to further supports WIC participants.
- Perform general clerical duties in support of daily WIC functions, such as answering phones, filing, typing, and restocking supplies and educational materials.
- Other duties as assigned.

Qualifications and Experience

A successful WIC Educator will possess the following knowledge and abilities:

- Basic principles of nutrition
- Ability to provide courteous customer service to clients of a diverse cultural and socio-economic background.
- Communicate clearly and concisely, both verbally and in writing.
- Prepare and maintain accurate charts and records.
- Maintain sensitive and confidential information.
- Establish and maintain effective working relationships both internal and external to the department.
- Basic computer skills that are sufficient for entering and retrieving data, word processing, and email communications.
- Basic office skills for filing, typing, and answering phones.
- Bilingual in Spanish.

WORKING ENVIRONMENT

This position involves working in an office environment. Familiarity with general office equipment such as computers, copy machines, and fax machines, is required. NCHD also requires the use of computer programs such as calendars, email, virtual meetings, MS Office products, etc. Daily activities may involve standing, sitting, driving, stooping, kneeling, climbing, lifting, carrying, transferring objects, reaching, pushing, and pulling. Periodic travel is expected of all staff throughout the 6-county region (Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties). Stairs are present in many offices. The climate and/or temperature, depending on assignment, may be uncomfortable at times.

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DRUG-FREE WORKPLACE STATEMENT

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with or receive grants or funding from federal agencies to certify that they will meet certain requirements for providing a "Drug-free workplace." The Northeast Colorado Health Department intends to comply with all provisions of the Act. Therefore, to ensure a safe working environment, it is the policy of Northeast Colorado Health Department that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Northeast Colorado Health Department that illegal possession, manufacture, use, sale, or transfer of a controlled substance on NCHD property or during work hours by its employees is prohibited.

EQUITY IN THE WORKPLACE

Northeast Colorado Health Department recruits, hires, employs, trains, promotes, and compensates individuals based on job-related qualifications and abilities. The Northeast Colorado Health Department also has a policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

HIPAA STATEMENT

It is the intention of the Northeast Colorado Health Department (NCHD) to ensure the confidentiality and integrity of protected health information of both patients and employees, as required by HIPAA, professional ethics, accreditation standards, licensure requirements, and any other legal requirements. Employees/students/volunteers are expected to follow NCHDs policies, guidelines and standards for workforce performance expectations which are mandated by HIPAA.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employees are required to complete Northeast Colorado Health Department provided emergency response training, exercises, and drills to prepare for a public health emergency. As First Responders, employees are required to support public health emergencies, incidents and events.

BENEFITS INCLUDE:

- Medical insurance options at the beginning of the month after hire.

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- Dental insurance options at the beginning of the month after hire.
- Vision insurance options at the beginning of the month after hire.
- Voluntary benefit options available at the beginning of the month after hire.
- PERA Retirement upon hire.
- 401K participation.
- PSLF Eligible employer.
- 2 hours/month wellness leave (non-accruing) (full-time only).
- Paid sick time (part-time only).
- Paid time off (full-time only), accrues at 19 hours/month.
- 12 paid holidays/year.

Signature _____ Date _____