

Title: Position Descriptions	Category: Nutrition Services Staffing
CFR Reference: 7 § 246.3(e) 7 § 246.11 (c)(7)(ii) 7 § 246.8	Policy Number: 4.002
Effective Date: 11/30/2016	Revised Date: 6/15/2026

POLICY STATEMENT

The Local Agency must ensure that sufficient staff is available to administer an efficient and effective Program including, but not limited to, the functions of nutrition education, breastfeeding promotion and support, certification, food delivery, fiscal reporting, monitoring, and training.

PROCEDURE

Qualified staff must be employed or on contract with the Local Agency to provide WIC services in accordance with federal regulations, the DC WIC State Plan, and DC WIC policies. Program budget, participation, and Local Agency needs should be considered when determining staffing levels for WIC services. The Local Agency is responsible for hiring WIC staff according to the guidelines set forth in this policy and their own Local Agency organizational policies for hiring and credentialing.

In accordance with the DC Code, paraprofessionals (such as dietetic technicians or assistants) must work under the supervision of a licensed dietitian or nutritionist.

The State Agency recommends that the Local Agency have adequate bilingual staff to serve their participant population.

The State Agency provides minimum requirements for each Local Agency position (outlined below). The Local Agency must ensure their job descriptions and postings align with the minimum requirements set forth below.

The State Agency requires that Local Agency have a Local Agency WIC Director (LAD) to administer the program. Not all positions listed below are required; the positions that each Local Agency requires for operations is at the discretion of the Local Agency.

The State Agency reserves the right to advise the Local Agency on staffing ratios if guidance is obtained from USDA on a national or regional level (see DC WIC policy 4.001 Staffing Requirements).

REFERENCES

FNS WIC Nutrition Services Standards 3 and 4

Code of the District of Columbia § 3–1207.01. Qualifications for licensure.

Code of the District of Columbia § 3–1201.02. Definitions of health occupations.

MINIMUM REQUIREMENTS FOR EACH LOCAL AGENCY POSITION

The following describes the **minimum requirements** for each Local Agency position title.

WIC Local Agency Leadership		
Position Title	Qualifications	Roles and Responsibilities
Local Agency Director (LAD)	• Master's degree in public health, nutrition science, dietetics, or other health related field or bachelor's degree with at least 3 years of professional experience in a public health setting. • Supervisory experience preferred. • Experience in administrative or operations management in a health care setting preferred. • Registered Dietitian (RD/RDN) and/or Licensed Dietitian or Nutritionist (LD/LN) in the District of Columbia preferred. <i>If the Local Agency does not employ a licensed CPA, the LAD must maintain licensure.</i>	• Supervises Local Agency staff; ensures staff are trained and performing job roles in accordance with DC WIC policy and procedures. Conducts annual performance reviews. • Develops the Local Agency Nutrition Services Plan and completes required documents and reports as requested by the State Agency. • Assesses program data to analyze trends and make informed program decisions. • Participates in monthly LAD meeting and quarterly technical assistance meetings with the State Agency. • Develops and maintains the Local Agency WIC Program budget. • Plans and coordinates outreach and other program activities with program partners and community-based organizations.
Local Agency Nutrition Coordinator (NC)	• Must meet minimum qualifications of a CPA. • Minimum 2 years of job-related experience. • Completes a competency-based training program on performing duties of CPA.	• Performs duties of the qualified nutritionist and • Participates in the development of the Local Agency Nutrition Services Plan • Participates in professional development activities. • Provides in-service training to local agency staff on nutrition services. • Assists in supervision of local agency staff who provide nutrition services. • Provides technical assistance to local agency staff and community partners, as warranted. • Coordinates with the Local Agency Breastfeeding Coordinator to plan breastfeeding activities for the local agency and community partners.

WIC Local Agency Leadership		
Position Title	Qualifications	Roles and Responsibilities
		• Conducts QA/QI activities that ensure the local agency operates in accordance with DC WIC policies and procedures. • Assists the LAD in development and management of the nutrition services budget.

Nutrition		
Position Title	Qualifications	Roles and Responsibilities
Competent Paraprofessional Authority (CPPA)	CPPAs must meet one of the following qualifications: ○ Bachelor's degree in nutrition or other health-related field or ○ A minimum of two years of WIC experience or other relevant healthcare experience and a minimum completion of at least three* of the following accredited health-related courses: ▪ Intro to Nutrition or Nutrition Basics ▪ Community or Public Health Nutrition ▪ Health Education or Health Sciences ▪ Lifecycle Nutrition ▪ Nutrition Assessment or Diet Assessment & Planning ▪ Nutrition or Health Counseling, or Health Communication *Certified lactation coursework (i.e. CBS or CLC) will be credited towards	• Screens for program eligibility; assesses and documents a participant's nutrition risk(s), provides nutrition and breastfeeding education to low-risk participants, identifies the need for individual care plans, refers participants to other health and social services and provides appropriate follow-up referrals. • Responds to participant inquiries, answers phone and emails, schedules appointments. • Conducts individual and/or group nutrition education appointments. • Participates in professional development activities.

Nutrition		
Position Title	Qualifications	Roles and Responsibilities
	the minimum coursework completion. • Customer service and computer skills preferred. • Completion of a competency-based training program from the State Agency.	
Qualified Nutritionist; Competent Professional Authority (CPA)	• Bachelor's or Master's degree in dietetics, nutrition, or nutritional science or physician, physician assistant (PA) or registered nurse (RN); or State Agency-approved health official.IIC • Licensed Dietitian or Nutritionist (LD or LDN) in the District of Columbia required. • Registered Dietitian (RD/RDN)* or Certified Nutrition Specialist (CNS) required. <i>*RD registration-eligible candidates may qualify only with verified exam eligibility status. Continued employment is contingent on passing the RD exam and obtaining DC licensure within 6 months of hire. Failure to meet these requirements will result in demotion or separation from employment.</i> • Completion of a competency-based training program from the State Agency on performing duties of CPA.	• Screens for program eligibility; assesses and documents a participant's nutrition risk(s), identifies the need for individual care plans, refers participants to other health and social services and provides appropriate follow-up referrals. • Provides nutrition and breastfeeding education to participants identified as high-risk; implements individual care plans and conducts follow-up to monitor/evaluate health outcomes and need for additional services. • Reviews requests for special formulas and WIC-eligible nutritionals; coordinates care with participant's health care team, as appropriate • Conducts individual and/or group nutrition education appointments. • Participates in professional development activities. • May assist in the planning and coordination of the Local Agency Nutrition Services Plan. • May assist in training of local agency staff; performing staff observations, and/or reviewing program metrics to assist in the development of the Local Agency Nutrition Services Plan

Breastfeeding		
Position Title	Qualifications	Roles and Responsibilities
Local Agency Breastfeeding Coordinator	- Meets minimum qualifications of a CPA or DBE - Minimum 1 year experience counseling breastfeeding participants. - CLC or IBCLC preferred. - At minimum, completes WIC Breastfeeding Curriculum levels 1-4	- Coordinates with the LAD and NC breastfeeding promotion and support activities for the local agency and community partners. - Conducts QA/QI activities related to breastfeeding promotion and support in the local agency. - Ensures local agency staff are trained and kept up to date on breastfeeding education and promotion; ensures staff provide breastfeeding support within scope of practice. - Provides supervision to breastfeeding peer counselors (BFPCs) - Ensures that breast pump issuance, inventory, and maintenance are logged and monitored. - Reports on BFPC program activities to LAD and the State Agency - Participates in professional development activities. - May serve as the local agency's designated breastfeeding expert (DBE) if qualified according to the DBE requirements.
Breastfeeding Peer Counselor (BFPC)	- Has personal experience with breastfeeding, having breastfed at least one baby. - Ideally is a paraprofessional (without extended professional training in health, nutrition, or clinical management of breastfeeding) who shares characteristics found in the WIC population served at the local agency. - Completion of competency-based training and WIC Breastfeeding Curriculum levels 1-2.	- Provides mother-to-mother support to prenatal and postpartum WIC mothers by providing basic BF information and encouragement. - Is available to participants outside of usual clinic hours and the WIC clinic environment. - Follows issuance guidelines of breastfeeding aids in accordance with DC WIC policy 2.013 Breastfeeding Aids and Accessories. - Counsels prenatal and postpartum participants by telephone as well as face-to-face visits at the home, hospital, and/or WIC clinic at regularly scheduled intervals. - Refers participants to the WIC DBE, CPA, or other appropriate health or social service agency, including outside community breastfeeding resources, for situations outside the peer counselor's scope of practice. - Participates in professional development activities.

Breastfeeding		
Position Title	Qualifications	Roles and Responsibilities
Designated Breastfeeding Expert (DBE)	- Meets minimum qualifications of CPA or has completed a minimum of 8 college courses in health sciences (will require State-Agency approval). - CLC or IBCLC strongly preferred. - At least 1 year experience counseling breastfeeding participants. - Completion of USDA WIC Breastfeeding Curriculum levels 1-4.	- Assists breastfeeding participants with complex breastfeeding challenges. - Provides follow-up support to breastfeeding participants. - Documents breastfeeding support in the participant's record; coordinates with health care team of participant, as warranted; provides and documents appropriate referrals for participants. - Participates in professional development activities. - May serve as a breastfeeding resource and mentor for local agency staff. - May provide breastfeeding training for local agency staff. - May participate in breastfeeding activities in the community.

Administrative Support		
Position Title	Qualifications	Roles and Responsibilities
Nutrition Education Technician (NET) /Administrative Clerk	- High school diploma or GED - Demonstrated customer service, time management, and computer skills. - At least 6 months of experience in a community health setting preferred. - Bilingual preferred.	- Screens for program eligibility. - Greets and receives new program applicants; answers telephone, responds to email requests, schedules appointments. - Responds to participant inquiries, provides referrals for participants; documents according to establish DC WIC and the Local Agency policy and procedures. - Conducts secondary nutrition activities in accordance with DC WIC policy 2.007 Nutrition Education Choice. - Participates in professional development activities.