

MEDINA COUNTY JOB ANNOUNCEMENT

Medina County WIC Program is accepting applications for the following position:

JOB TITLE: Full-time Nutrition Education Coordinator

JOB DUTIES:

1. Develops, submits and monitors the annual Nutrition Education Plan.
2. Plans, develops and leads monthly nutrition education group classes
3. Assist in monitoring the agency by completing monthly record audits and assists with the annual self-audit.
4. Complete participant income and health screenings to determine program eligibility.
5. Complete and document nutritional assessment by acquiring height, weight, and hematocrit.
6. Provide nutrition and breastfeeding counseling.
7. Prescribe supplemental food packages, assess need for breastfeeding pumps and supplies and issue per policy.
8. Refer participants to appropriate community and health care services.
9. Be completely cross trained to complete all WIC duties, including clerical duties.
10. Performs any and all other duties as assigned

REQUIREMENT:

- Bachelor's or Master's degree from an accredited college with at least 12 hours of food and nutrition and at least 6 hours of science.
or
Nutritionist with a Bachelor's or Master's degree in any of the following: Nutrition Sciences, Human Nutrition or Dietetics, Community Nutrition, Public Health Nutrition, Clinical Nutrition or
- Registered or licensed vocational nurse (RN/LVN) or
- Registered or Licensed Dietician (RD/LD) or
- Dietetic Technician Registered (DTR)

CLOSING DATE: July 20, 2026

Applications may be picked up at the Medina County Human Resource office or may be downloaded from our website, www.medinatx.gov. Completed county application forms will be accepted at the Human Resources Office during the following hours:

- Monday – Thursday: 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m.
- Friday: 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m.

Medina County Human Resources
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MEDINA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER