

# TANEY COUNTY HEALTH DEPARTMENT

## POSITION DESCRIPTION

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**JOB TITLE:** WIC Nutritionist

**DIVISION:** WIC

**IMMEDIATE SUPERVISOR:** WIC Division Manager

**STATUS:** Non-Exempt

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### ESSENTIAL FUNCTIONS

- I. Clinic Related Activities 90 % of Time
- A. Maintains an awareness and understanding of the clinic procedures and operations.
  - B. Maintains an awareness of the clinic nutrition educational materials inventory. As inventory levels are depleted, places re-orders assuring that adequate supplies are available to operate.
  - C. Plans and, on occasion, schedules client visits assuring that client's need for counseling is met. Assures for confidentiality.
  - D. Explains participant rights and responsibilities and obtain signature.
  - E. Explains the program and how to use the checks.
  - F. Prints and issues checks; assures that checks are accurate and thorough.
  - G. Provides occasional backup for others as needed assuring for professionalism.
  - H. Completes follow-up counseling and required documentation assuring for accuracy, timeliness, and professionalism.
  - I. Provides troubleshooting and other assistance as needed to assist the clinic to run smoothly.
  - J. Develops educational curriculum for client use assuring that the clients gain the knowledge needed to improve their nutritional health. Assists in the evaluation of effectiveness of the materials.
  - K. Follows the Local Agency Plan assuring that the nutrition and breast feeding components are implemented.
  - L. Compares blood tests, anthropometric measures and diet intakes to established standards. Determines what counseling is needed.
  - M. Provides participant-centered nutrition education and counseling for high-risk participants, completes the high-risk care plan and documents the nutrition education contact
  - N. Provides relevant health/nutrition information and referral services to participants.
  - O. Provides assistance to breastfeeding women with special problems and concerns.
  - P. Assists in the promotion and support of breastfeeding as the preferred method of feeding.
- II. Community Outreach and Other Activities 10% of Time
- A. Works with other nutritionists and health professionals in the area to promote breastfeeding.
  - B. Participates in health fairs as requested.
  - D. Attends department staff meetings and division meetings.
  - E. Participates in WIC Division CQI activities to improve operations, processes, and policies.
  - F. Participates in staff in-services and/or training sessions related to WIC policies/procedural changes.
  - G. Complete 5 hours of continuing nutrition education annually.
  - H. Website Development
  - I. Works on various special projects and other programs assuring that resources are available to parents in the community.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor; subject to reasonable accommodations.

### **EXPECTATIONS**

- ◆ Follows applicable rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

### **WORK ENVIRONMENT**

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

### **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 40 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

### **KNOWLEDGE REQUIREMENTS**

- ◆ Graduation from an accredited four-year college or university with a bachelor's degree in dietetics, public health nutrition, human nutrition, nutritional sciences, nutrition and fitness, sports nutrition, restaurant and food service management, foods, family and consumer sciences, human environmental sciences, or home economics; including or supplemented by at least 15 semester hours in foods and nutrition from a 4-year program including at least one (1) course in diet therapy or medical nutrition therapy I & II and one (1) course in community nutrition or nutrition in the life cycle/life cycle nutrition.
- ◆ Computer literacy.
- ◆ Ability to multitask.

### **MENTAL EFFORT**

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.

- ◆ Average conceptual thinking.

**COMMUNICATIONS**

- ◆ Above average verbal communication.
- ◆ Above average written communication.
- ◆ Average non-verbal communication.

**SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions with or without reasonable accommodation under the Americans with Disabilities Act.

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Employee's Signature

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Date

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Manager's Signature

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Date