

Albany County WIC Program Job Description

Job Title: WIC Nutritionist	Prepared By: Denise Ivey
Classification:	Prepared Date: 5-21-2015
Department: Albany County WIC Program	Approved By: Human Resources
Reports To: Denise Ivey	Approved Date: 2/5/16
Location: 609 South 2 nd Street, ACPH Building	FLSA Status: Nonexempt

JOB SUMMARY

To provide teaching, health and nutrition assessment and counseling, provide referrals, provide breastfeeding promotion and support and promote the Women, Infants, and Children's (WIC) program.

SUPERVISION RECEIVED AND EXERCISED

May instruct or direct and check the work of Interns, temporary employees, and train new employees. Provide direct supervision of the Peer Breastfeeding Assistant.

Receive direction from the WIC Clinic Supervisor and the Wyoming WIC Program as well as the Breastfeeding Peer Counselor Coordinator for the Wyoming WIC Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties may include, but are not limited to the following:

1. Perform health and nutrition assessment of participants
2. Determine nutrition risk of participants and prescribe food packages.
3. Provide nutrition education responsive to the identified needs/interest of participants.
4. Refer participants to other health and social services as needed.
5. Responsible for nutrition education sessions for the program from state developed and approved nutrition information and assist in developing the nutrition education service plan for program operation.
6. May provide nutrition counseling for high risk participants.
7. Assess community needs and conduct appropriate outreach.
8. Helps organize/implement training as needed.
9. Serve as the breastfeeding coordinator for the local agency and will oversee the planning, implementation and evaluation of breastfeeding promotion and support activities and staff training.
10. Keep current with the latest breastfeeding information and inform other local agency staff of new recommendations.
11. Identify, coordinate and collaborate with community breastfeeding resources.
12. Monitor local agency breastfeeding rates.
13. Train and supervise the Peer Breastfeeding Assistant.

QUALIFICATIONS/REQUIREMENTS

Knowledge, skills and abilities:

1. Knowledge of the WIC program, including policies and procedures and being aware of any changes in the program. Understand the organization and operation of the WIC program and the County necessary to assume assigned responsibilities.
2. Skills in working independently and cooperatively with fellow employees applying principles of health assessment and management process.
3. Skills in work management and leadership; oral and written communication and decision making.
4. Ability to evaluate services and programs according to State and Federal standards.
5. Skills in counseling techniques and anthropometric assessment.
6. Knowledge of principles and practices of public health issues; medical and patient care practice, human behavior; adult education principles/adult learning theory, small group dynamics; maternal/child health principles; Federal, State and local laws pertaining to health care.
7. Ability to exercise independent judgment; perceive when change is needed and creatively bring about change, and motivate others.

EDUCATION/TRANING/EXPERIENCE:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

One year experience as a Nurse, Public Health Nurse or Nutritionist RD substitutes for one year experience; RN does not..

TRAINING:

Completion of a Bachelors degree in nutrition or Bachelors of Nursing, Master's Degree in Nutrition or Nursing; RDN or RN preferred.

LICENSE, CERTIFICATION OR REGISTRATION

Must be current or obtained within a specified time frame as defined upon employment.

- Valid driver's license
- License to practice as a registered nurse in the State of Wyoming, if a nurse rather than a nutritionist.

WORKING CONDITIONS:

Essential duties require the following:

Working Environment:

- Minimal exposure to undesirable working conditions and exposure to persons who may be sick, unpleasant odors, cleaning chemicals.

Physical Activities:

- Essential functions require maintaining the physical condition necessary for minimal physical activity such as sitting, walking, kneeling, crouching, squatting, stooping, twisting upper body, and lifting an average of 40 lbs.

The signatures indicate concurrence with information provided in this position description.

Supervisor's Signature /Date

Employee's Printed Name

Employee's Signature/Date

Review yearly to update as the position changes.

Reviewed Supervisor's Signature/Date

Employee's Signature/Date

Reviewed Supervisor's Signature/Date

Employee's Signature/Date

Reviewed Supervisor's Signature/Date

Employee's Signature/Date