

**POSITION DESCRIPTION
COUNTY OF FLOYD, INDIANA**

POSITION: WIC Nutritionist
DEPARTMENT: Health
WORK SCHEDULE: As Assigned
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 2022

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Floyd County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as WIC Nutritionist for the Floyd County Health Department, responsible for developing and implementing individual care plans for low-risk clients.

DUTIES:

Completes MIS application, certification procedure, and documentation, including height, weight, and hemoglobin.

Evaluates client's nutritional status through dietary assessment and consultations and makes recommendations in relation to nutritional needs, family income, cultural food patterns, home facilities, and modifications in diet.

Follows guidelines supported by a Participant Centered approach.

Creates and tailors a food prescription using the MIS application that is appropriate to the client's needs. Identifies need for individual care and follows up with qualified nutritionist. Makes referrals, as necessary.

Documents assessments, evaluations, counseling, and referrals on the MIS application.

Provides educational programs for clients in the form of classes or demonstrations and maintains related files and records.

Provides all pregnant and breastfeeding women with nutrition education opportunities that promote and support breastfeeding.

Works cooperatively with other staff and community agencies.

Attends in-service education, conferences, and staff meetings as required.

Health/WIC Nutritionist

May visit clients in hospital or at home on special case-by-case basis as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in food and nutrition or nursing and possession of current certification as a Registered Dietitian (RD) or nursing license.

Working knowledge of state and federal WIC program requirements and standard nutritional guidelines and ability to conduct nutritional assessments and provide appropriate education and counseling.

Working knowledge of health and social services available to county residents, and ability to make appropriate referrals.

Working knowledge of and ability to use universal health precautions to avoid infection, and ability to properly operate various medical equipment, such as recumbent infant scale, weight scale, and wall-mounted height measurement device.

Working knowledge of standard office procedures with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations, and properly operate standard office equipment such as computer, printer, and calculator.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to maintain complete and accurate files and prepare department forms/documents/reports within established deadlines.

Working knowledge and experience with word processing, spreadsheets, email, online document processing, and department-specific software/systems.

Ability to effectively communicate orally and in writing with co-workers, other County departments, program participants, local health and social services, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state and department requirements and policies.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, compare, analyze, investigate, diagnose, and evaluate data, and make determinations based on data analysis.

Ability to count, compute, and make simple arithmetic calculations.

Ability to file, post, and mail materials, and compare and observe similarities and differences between data, people, or things.

Ability to compare and observe similarities and differences between data, people, or things.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to occasionally work evenings and travel out of town for meetings, sometimes overnight.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and periodically of substantial intricacy, with several variables and considerations. Incumbent performs according to legally defined guidelines, exercising independent judgment in assessing participant needs and providing appropriate education, counseling, and referrals.

III. RESPONSIBILITY:

Incumbent applies standard practices of the profession to individual cases, referring unusual situations to supervisor. Incumbent receives indirect supervision, with work periodically reviewed for adherence to instructions/guidelines, compliance with department policy, and compliance with precedent.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, program participants, local health and social services, and the public for purposes of giving and receiving information, explaining policies and procedures, and presenting subject matter.

Incumbent reports directly to WIC Coordinator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, crouching/kneeling, bending, reaching, handling/grasping/fingering objects, close vision, hearing sounds/communication, and speaking clearly. Incumbent must always follow safety precautions and universal health precautions, such as wearing protective clothing or equipment to ensure safety of self and others.

Incumbent occasionally works evenings and travels out of town for meetings, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of WIC Nutritionist for the Floyd County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name