



POSTION DESCRIPTION

JOB TITLE: WIC Nutritionist
FLSA STATUS: Non-Exempt
DATE:

DEPARTMENT: WIC
LOCATION: Branson, Forsyth, Hollister, Mobile
REPORTS TO: WIC Division Manager

JOB SUMMARY

The WIC Nutritionist is responsible for conducting nutrition assessments, assigning risk factors, providing appropriate nutrition and breastfeeding education to all participants according to state WIC program policies and procedures.

ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES

- Explains program purpose, participant rights and responsibilities, food package and eWIC card
- Provides and documents participant-centered nutrition education and counseling
- Collects and enters anthropometric measurements, hemoglobin and other medical/health information in MOWINS system
- Determines health, medical, nutrition eligibility – risk factor assignment; completing High Risk (SOAP) Care Plans for all high risk participants
- Maintains nutrition education material inventory
- Develops nutrition education curriculum
- Provides breastfeeding education and support
- Provides referrals
- Participates in outreach activities
- Schedules appointments
- Attends required meetings
- Completes WIC trainings, continuing nutrition and breastfeeding education as required
- Follows policy for program integrity and confidentiality
- Maintains TCHD website
- Graphic Design – develops and creates forms, billboards, advertisements, brochures, reports
- Participates in TCHD work groups - PHAB

TCHD GENERAL PUBLIC HEALTH RESPONSIBILITIES

- Must engage in the TCHD Strategic plan including development, planning and implementation
- Must incorporate TCHD core values of caring, protecting and serving into everyday responsibilities
- Must participate in Continuous Quality Improvement at TCHD by promoting, planning, and/or implementing.

- Must participate in planning and execution of your division Performance management goals.
- Must establish individual performance and professional goals and must accomplish these goals on a yearly basis
- Must take a core competency assessment every 3 years and must establish and create and complete a training plan for improvement.

EDUCATION & RELATED EXPERIENCE

- 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 in the life cycle/life cycle nutrition.
- Valid Missouri Driver License and daily access to a reliable and insured vehicle.
- Must be able to drive to multiple locations, community meetings, and trainings

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent team player
- Strong analytical and problem-solving skills including conflict resolution
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Working knowledge of the principles and practices of nutrition and food, particularly in relation to health and disease.

PHYSICAL REQUIREMENTS

PHYSICAL TASK	PHYSICAL REQUIREMENTS	FREQUENCY
Sitting	Must be able to remain in a stationary position for long periods of time.	Frequently
Standing	Must be able to remain in a vertical or upright position for long periods of time.	Frequently
Walking	Must be able to move about the work area, from one area to another to perform duties and assist clients.	Frequently
Lifting	Must be able to raise up to 20 pounds of supplies from a lower to a higher position or horizontally from position to position.	Occasionally

Carrying	Must be able to move 20 pounds of documents, supplies, and other equipment from one area to another.	Occasionally
Reaching	Must be able to extend upper extremities in an upward or downward direction to pick up files, work supplies, or other items.	Occasionally
Seeing	Must have visual acuity to make observations and work on a computer.	Constantly
Talking	Must be able to communicate verbally with co-workers, clients, and the general public to exchange information, respond to questions, and solve problems.	Constantly
Hearing	Must be able to receive information through oral communication.	Constantly

WORKING CONDITIONS

Most duties are performed in an office environment. The office work environment is usually a well-lighted environmentally controlled indoor environment with a moderate level of noise. Work hours may vary depending on the operational activities and required duties. The Director may at times have to address urgent issues outside of regular working hours.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an “at-will” basis and may be terminated at any time. Consistent with all federal and state disability laws, the Taney County Health Department will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship to the organization.

I have read and understood this positions description.

Employee Signature

Date

Managers' Signature

Date