**MARINETTE COUNTY**

# POSITION VACANCY

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| **Department:** | Health & Human Services |
| **Position Title:** | **Registered Dietician** |
| **Position Reports to:** | Public Health Officer |
| **FLSA Status:** | Exempt |
| **Position Status:** | Permanent; Full – time; 40 hours/week |
| **Hours of Work:** | Monday through Friday: 8:00 am – 5:00 pm |
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| **Salary:** | Step 1 $23.40 |
|  | Step 6 $26.74 |
|  | Step 11 $30.08 |
| **Posting Period:** | 03/09/2020 through 03/20/2020 |
| **Date to be Filled:** | April 6, 2020 |

## JOB ANALYSIS

This position develops, coordinates, implements and monitors the Women, Infant and Children (WIC) Supplemental Food/Nutrition Education Program and serves as the WIC Coordinator for Marinette County. This position is also responsible for caseload management, program delivery and vendor relations. Additional responsibilities include directing work to other employees during WIC clinics and duties may include participating in local coalitions as related to the WIC population.

## ESSENTIAL JOB FUNCTIONS

* Act as the Competent Professional Authority (CPA) and oversee non-Registered Dietitian CPAs as defined by the WIC Operations Manual.
* Develop policies and procedures related to training, provide technical supervision, monitor staff, ensure documentation consistency, measure procedures and refer clients.
* Perform anthropometric procedures, hemoglobin/lead tests and equipment maintenance and train applicable staff on these procedures.
* Attend statewide and regional WIC meetings.
* Ensure the WIC and Farmers’ Market Nutrition Program are developed, coordinated and implemented in an efficient manner, ensuring implementation of new policies and procedures as mandated by the State and Federal WIC Program guidelines.
* Train all staff on nutrition/breastfeeding goals and procedures and assure attendance at WIC required trainings.
* Review nutrition reports and develop, implement and evaluate annual WIC Objectives as directed by the State WIC

Office.

* Assess the impact of integrating other services into the WIC Program without jeopardizing the quality of WIC nutrition services and then make the appropriate recommendations for needed changes.
* Contact and maintain effective working relationships with area groceries and pharmacies, and provide training and monitoring per instruction from the State WIC Vendor Management Unit.
* Oversee the operation and maintenance of program computers, software and related equipment for entry of participant certification information, benefit issuance and report production and report any issues or maintenance needs to Information Services Department.
* Assess applicants for eligibility for WIC Program benefits, providing nutrition counseling and referring to other services as needed.
* Assist with the preparation of the annual WIC budget and assure program funds are allocated properly and claimed according to WIC policy.
* Ensure program reports regarding participation and expenditures are submitted monthly to the State WIC Program.
* Review inventory and department equipment and recommend the purchase/rental of equipment if necessary.
* Ensure applicable staff are adequately trained and annually monitored for compliance with State WIC policies

‘Confidentiality of WIC Participant Application Information’ and ‘Prevention of Employee Fraud and Abuse’.

## REQUIRED ABILITIES

* Maintain security of confidential matters and materials.
* Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
* Possess working knowledge of general office procedures, computer hardware/software and office equipment.
* Communicate orally and in writing effectively.
* Present information to management, small groups and individuals.
* Respond to inquiries, complaints or questions from a group or individual setting.
* Remain calm and levelheaded in difficult, unexpected or emergency situations.
* Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
* Apply excellent trouble shooting skills.
* Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
* Apply concepts of basic algebra and geometry.
* Process information derived from numbers.
* Work with mathematical concepts such as probability and statistics.
* Apply procedures and interpret instructions accurately.
* Prioritize multiple tasks and meet scheduled deadlines.
* Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
* Work as team player in the absence of or with minimal supervision.
* Manage unexpected changes within job duties.
* Utilize authority effectively.
* Plan, organize and direct the work of others.

## QUALIFICATIONS

* Requires a Bachelor’s degree from an accredited school in the Dietetics field.  Requires one year of experience in the nutrition field.
* Possess and maintain an insurance acceptable driver’s license.
* Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
* Must be a Registered Dietitian through the Academy of Nutrition and Dietetics (AND) within six months of hire.  Requires an active WI Dietitian certification within six months of hire.

**ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**  Work indoors in a controlled environment.

* Deal with challenges and criticism on a regular basis.
* Work in client homes and the community as needed.
* Travel to all county workstations on an as needed basis.
* Adapt to rapid changes in environmental conditions.
* Interact with abusive and/or difficult individuals occasionally.
* Work in fast-paced high-pressure situations.
* May be exposed to body fluids and communicable diseases.

## PHYSICAL DEMANDS

* Requires hand-eye coordination.
* Sit for long periods of time.
* Stand for long periods of time.
* Stoop, kneel, crouch or crawl frequently.
* Bend, squat, stretch, and twist frequently.
* Coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.  Lift and/or carry up to 25 pounds frequently, occasionally lifting in excess.

## ADDITIONAL DUTIES

* Work outside of normal hours when necessary.
* Perform additional duties as assigned and as listed in the State WIC Operations Manual Policy 10.21 and Policy 10.25 for WIC Director/Nutritionist.
* Possess and maintain all State and Federal required license/certifications.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.**

**MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.**

*The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.*

**All Marinette County Employees may apply for this position by submitting a resume/documentation showing how he/she meets the above qualifications to one of the below locations by 4:30 pm on the last day of the posting:**

Human Resources Department

1926 Hall Avenue

Marinette, WI 54143

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mcresume@marinettecounty.com

PLEASE REFER TO THE ‘**INTERNAL POSTINGS – APPLICATION/TESTING INSTRUCTIONS’**