

WALWORTH COUNTY Job Description

Official Job Title: Nutrition Specialist
Position Number:
Working Job Title: WIC Nutritionist
Department: Health & Human Services
Program Area: Public Health
Reports To: HS Supervisor - WIC
Pay Plan/Range: E02
FLSA Status: Non-Exempt



POSITION SUMMARY

This position is responsible for carrying out the provision of nutrition component under the WIC grant to participants who meet financial guidelines in low to moderate income levels and provisions of any additional nutritional services required under Public Health policies.

SUPERVISION

This position has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. *This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

Provide nutrition assessment, counseling, education and referral to participants.

Perform health screening and assessment duties.

Comply with all program goals of the Regional Public Health Nutritionists and State WIC Office.

Provide education services to consumers related to breast-feeding, including breast pump education.

Comply with Civil Rights regulations and Fair-Hearing procedures.

Initiate referrals to appropriate health care and social service providers as needed.

Coordinate educational materials, programs and services with the goal of increasing the participant's ability to understand and meet nutritional needs during and after the program, with emphasis on disease prevention and wellness.

Demonstrate a commitment to county safety and risk management efforts.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in Nutrition or Dietetics required with two years of relevant prior experience preferred. Internships may count towards experience. Proven experience in ability to calculate figures and amounts such as discounts, interest, proportions, percentages as well as ability to apply basic algebra and geometry concept to calculate

area, circumference, volume and/or land measures. Knowledge of Trauma Informed Care principles is essential.

Interactions and Communications

Provides specialized information and/or recommendations to others regarding an area of expertise.

Certificates, Licenses, Registrations

Valid Wisconsin driver's license.

Proof of minimum liability insurance coverage.

Registered Dietitian (RD) by the Academy of Nutrition and Dietetics or registered eligible. If not registered at the time of hire, candidate must pass the exam and become registered within six (6) months of hire as a condition of continued employment; failure to obtain registration will be grounds for termination. Certified Dietitian (CD) with the state of Wisconsin or certification within 6 months of hire. Certified lactation specialist or ability to obtain certification desired.

Decision Making

This position has authority to make decisions that are consistent with policies and precedents; supervision and managerial direction is available as requested. These decisions directly impact performance in the job and/or the work unit within the department and information is provided with additional research and observations which contributes to the decision making process.

Thinking and Problem Solving

In relation to established procedures, protocols and policies of the County, challenges in this position tend to be diverse, but are typically covered by precedent or established practice.

Tools & Equipment Used

Telephone	Copy Machine
Calculator	Personal Computer/Printer
FAX Machine	

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear.

The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

NEPOTISM OR CONFLICT OF INTEREST COMPLIANCE A person may not be offered or hold this position if the employment would result in that person being a supervisor or subordinate to an immediate family member. "Immediate family" includes the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

Nutrition Specialist

A person may not be offered this position if employment would create either an actual conflict of interest or the appearance of a conflict of interest.

HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA) Employees of Health & Human Services are expected to respect consumer's privacy and provide confidentiality of all Protected Health Information (PHI). HIPAA, the first comprehensive Federal protection for the privacy of personal health information was passed by Congress in 1996 and implemented in April 2003.

Employees will have access to all information that is needed to perform their job, but they shall not have, or seek to gain, access to PHI that is not necessary to perform their job.

Every employee, even one who does not use protected health information in their work duties, is obligated under the provisions of HIPAA. All employees must protect consumer privacy and respond to situations that may put a consumer's privacy in jeopardy.

SELECTION GUIDELINES Formal electronic application; rating of education and experience; verification of Registered Dietitian and Certified Dietitian registration and driver's license; oral department interview; reference check; background check and post-offer medical examination including drug screen. Other job related tests may be required.

Please Note: *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is substantially related to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and requirements for the job change.*

I have received a copy of the job description and understand that any questions I have on my job duties shall be directed to my immediate supervisor.

Employee: _____ **Date:** _____

Management Approval:

Reviewed by Supervisor: *Terese Rutkowski, HS Supervisor - WIC*

Date Reviewed: July 6, 2018

Approved by Human Resources: *Dale Wilson, Human Resources Director*

Date Approved: August 12, 2014