



Position Title:	WIC Health Professional			Position #:	6931
Agency Unit:	WIC		Reports to:	WIC Director	
Employment Status:	Full Time	Pay Grade:	\$20.00 - \$32.00 per hour	FLSA Status:	Non-Exempt

Position Summary: The WIC Health Professional provides nutrition education and counseling with special emphasis on the nutritional needs of pregnant, postpartum, and breastfeeding women, infants and children under the age of five years old. Health Professionals use their expertise in food, diet and nutrition to help participants achieve health goals and provide referrals for health care and other services as needed. This position is contingent upon continued program funding.

- Essential Duties:**
- Assist in certifying WIC Participants and conducting Nutritional Risk Assessments.
 - Develops and implements Nutrition Education plans according to Federal, State and Local guidelines along with development of nutrition records, procedure manuals and educational materials.
 - Provide nutrition counseling based on nutrition risk, participant interest and abilities.
 - Assign WIC food package and selects appropriate format for Mid-Certification nutrition education.
 - Promotes, encourages and supports breastfeeding.
 - Attends formal training courses conducted by local, state, federal, and university personnel to enhance knowledge and skill necessary to perform public health activities.
 - Assists with maintaining clinic flow, scheduling appointments and other tasks as necessary to assist in facilitating client care.
 - Participates in the exercising of emergency response plans. Considered a resource during public health emergencies and expected to work during non-regular work hours to support local or regional operations if recalled by the health commissioner or designee.

Minimum Qualifications: Registered Dietitian and Ohio Licensed Dietitian (RD/LD), Registered Nurse (RN), Dietetic Technician (DT) with two-year associate degree. RDN, LD is preferred credential. Must have a valid Ohio Driver License and use of a reliable, safe, and insured vehicle for work use.

**Key Competencies:
Analytical/
Assessment Skills:**

- Ability to relate to families and work with all segments of the public.
- Ability to interact effectively with co-workers and health professionals.
- Advocates for the health of children and is knowledgeable about nutritional risks.
- Ability to actively attend to, convey, and understand the comments and questions of others.
- Ability to use thinking and reasoning to solve a problem.
- Knowledge of general office principles and practices.
- Knowledge of software applications relative to the position assignment.
- Knowledge of proper English grammar, usage and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Ability to keep accurate reports and records.
- Possesses organizational skills.
- Customer service skills – in person and via telephone (discretion, patience, etiquette, professionalism).

**Policy Development
Program Planning
Skills:**

- Under general supervision, researches and summarizes specialized or technical information from varied sources.
- Provides administrative and technical/clerical support to Department activities related to development and implementation of community health assessment, planning, program and policy development, and implementation activities.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Collaborates in the development of and provides clerical/technical and administrative support to Departmental quality improvement, performance management, and evaluation activities.

**Communication
Skills:**

- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Answers telephones; screens calls, responds to inquiries and/or refers callers to appropriate agencies or departments/divisions.
- Processes mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate; responds to mail that can be handled personally; identifies priority and/or time-sensitive matters; and maintains security and confidentiality.

**Cultural
Competency Skills:**

- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

**Community
Dimensions of
Practice Skills:**

- Under general supervision, prepares public health documents and reports.
- Provides orientation to staff, students and other health and human service professionals in the community regarding WIC nutrition practices.
- Contributes to a work environment that fosters ongoing educational experiences regarding public health for colleagues, nurses, social workers and other health-related students, healthcare professionals and members of the community.

**Public Health
Sciences Skills:**

- Conducts comprehensive nutrition assessments, including the anthropometric measures, of high-risk WIC participants and other WIC participants as assigned.
- Provide nutrition counseling for individuals within the WIC program identified as high risk, and other WIC participants as assigned. Prepares nutrition plans specific to client's needs to provide solutions to nutrition problems.
- Interprets laboratory results and prepares nutrition care plans accordingly.
- Develop, implement and evaluate a nutrition care plan and monitor client progress.
- Interview internal and/or external customers to establish program-specific documentation and/or identify services needed.
- Maintain, inventory, order, collect and distribute supplies and/or equipment.
- Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into the practice of the public health sciences.
- Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:
 - Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
 - Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
 - Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

**Financial Planning
and Management
Skills:**

- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources

**Leadership and
Systems Thinking
Skills:**

- With general supervision, manages projects that support public health interventions.
- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies
- Contributes to a work environment where performance management, continuous quality improvements in service and professional practice are pursued
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups

- Promotes mentoring, peer advising, coaching or other personal development opportunities for the public health workforce, including him or herself

Work Environment:

- General office setting in health department facilities, as well as community sites including clients' homes, restaurants or other workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

Physical Demands:

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to clients' homes, meetings or other offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.

Confidentiality:

- CCPH employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and CCPH confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.

Safety:

- CCPH promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Mental Demands:

- Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.

Job Performance Evaluation:

- The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee:

Name	Title	Date
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Supervisor:

Name	Title	Date
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