



Winnebago County
The Wave of the Future

**JOB POSTING
(PROJECT POSITION)**

POSITION TITLE: WIC Program Nutritionist

LOCATION: Public Health

HIRING RANGE: \$26.20/Hr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION**
September 2017

POSITION TITLE: WIC Program Nutritionist

DEPARTMENT: Public Health

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Determines WIC program eligibility using Value Enhanced Nutrition Assessment and Motivational Interviewing guidelines. Provides nutrition counseling based on need and interest in a person-centered style.

ESSENTIAL FUNCTIONS:

1. Assesses applicants' health and nutrition status for eligible risk factors to determine WIC Program enrollment and assigns appropriate WIC and Farmers' Market Nutrition Program food benefits.
2. Provides nutrition and health education to participants and caregivers based on need and interest. Makes referrals to the Health Department, Breastfeeding Peer Counseling,

and community resources. Creates individualized goals and care plans with participants and caregivers.

3. Documents contacts and individualized care plans into the WIC specialized data collection system.

ADDITIONAL ESSENTIAL DUTIES:

1. Schedules and provides follow-up on selected and high-risk participants.
2. Contributes to health and nutrition displays at the WIC Clinic sites.
3. Promotes breastfeeding as the preferred infant feeding practice.
4. Recruits, enrolls and manages an assigned caseload for the Fit Families Program.
5. Provides backup as needed for the Public Health Aide, while adhering to separation of duties policy.
6. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to WIC Program Manager.
2. Works with WIC Program staff and Public Health staff.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Status as a Registered Dietitian Nutritionist registered with the Commission on Dietetic Registration and as a Certified Dietitian in Wisconsin.
2. Status as a Nutrition Dietetic Technician, Registered with the Commission on Dietetic Registration. (Must be directly or technically supervised by the WIC Program Manager.)
3. Other nutritionist status with a bachelor's degree in dietetics or food and nutrition, or master's degree in nutrition or public health nutrition. This includes status as a Certified Dietitian without RDN status, but was grandfathered in by July 31, 1996. (Must be directly or technically supervised by the WIC Program Manager.)
4. Status as a Registered Nurse (BSN). (A person with this status must be directly or technically supervised by the WIC Program Manager. As of January 1, 2001, nurses new to WIC Nutritionist positions must have had coursework or professional continuing education on current maternal, infant and child nutrition topics relevant to WIC. This coursework must have been completed within five years prior to hire. Additional training must be received in nutrition assessment procedures and basic breastfeeding promotion/support prior to functioning as a Competent Professional Authority.)

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of maternal, infant and child nutrition.
2. Thorough knowledge of nutritional science and counseling.
3. Ability to demonstrate leadership, independent judgment and critical thinking skills.
4. Ability to communicate effectively both orally and in writing, conforming to deadlines.
5. Ability to establish and maintain effective working relationships with coworkers, referral agencies and the public.
6. Ability to work effectively with people with varying levels of education, understanding and values.
7. Commitment to abide to the code of ethics and standards of practice expected in the profession of dietetics.
8. Ability to accurately and timely enter information into specialized computer programs.
9. Completion of at least 50 hours of continuing education every five years in designated WIC-pertinent subjects.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier and scanner.
4. Ability to travel to other County departments and locations.