



POSITION DESCRIPTION

DEPARTMENT: PUBLIC HEALTH

POSITION TITLE: Women, Infants, and Children (WIC) Associate / Registered Dietitian (RD)

EMPLOYMENT CATEGORY: Grant Funded/Part-Time

STATUS: Non-Exempt

REPORTS TO: WIC Supervisor / Department Head

POSITION SUMMARY:

This part-time position requires a thorough knowledge of nutrition and dietetics. This person must also possess a vast knowledge of the Women's, Infants and Children's Program (WIC) and be a resource for the Local Health Department and its staff. This person evaluates client histories and medical data and sets up food packages to supplement clients' nutritional needs. This person works with pregnant and postpartum women, infants, and children. This position works in a multi-county area and must communicate and work with each County Health Department. This person ultimately reports to the Barton County Health Department WIC Supervisor. This position has no supervisory responsibility and exercises judgement with some supervision.

FUNDAMENTAL JOB DUTIES:

- Travels to other counties to provide nutrition services.
- Develops, researches, and teaches group nutrition classes or WIC interactive displays.
- Provides appropriate WIC services for WIC clients, completes nutrition assessments, makes appropriate referrals, assigns food packages, provides appropriate educational materials, counsels on nutrition issues, and documents all into the KWIC data system. (KWIC - Kansas Women's, Infants and Children).
- Travels to and participates in State WIC, breastfeeding and approved continuing education events.
- Identifies high risk clients and counsels as needed.
- Prepares educational sessions on diet and nutrition related issues.
- Provides information on breastfeeding and supports this concept as method of choice.
- Refers those needing immunizations to the clinic.
- Keeps client information confidential.
- Other duties as requested.

EDUCATION:

Bachelor's Degree in Dietetics or equivalent. Registration with the Commission for Dietetic Registration (or RD/RDN eligible) and current Kansas Dietitian License.

EXPERIENCE / SKILLS:

Requires attendance of annual program updates. Requires typing, computer skills, mathematical ability, patience, and tolerance of people who are stressed. Laboratory skills are required with the knowledge to interpret the results. Experience in a healthcare environment preferred.

PHYSICAL REQUIREMENTS / ABILITIES:

This person must be able to travel on a daily basis. Applicant must have a valid Kansas driver's license. This position requires sitting, standing, bending and occasionally lifting up to 30 pounds. This position requires excellent interpersonal communication skills. This person needs to be able to respond to situations in a calm and effective manner. CPR certification required.

WORKING CONDITIONS / ENVIRONMENT:

Requires working closely with clients, including infants. High noise level, frequent close visual and mental attention required. Possible exposure to bloodborne pathogens and communicable diseases. Must be able to sit, stand, bend to file, and carry up to thirty pounds. Must be able to concentrate under stress.

Work is performed in the office environment with all types of people, some in crisis. This work occurs in the clinic, 90% of the time is spent with clients and has occasional risk and discomfort.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date _____

Department Head Signature _____