



WIC Director / Dietitian

Grant County Health Department is recruiting for a WIC (Women Infants and Children) Director / Dietitian. This position administers the WIC program which provides nutrition education, counseling and resources to pregnant women and children up to age five. The Director also promotes breastfeeding through education and support.

Minimum Qualifications

Education:

1. Bachelor's Degree in nutritional sciences or dietetics
2. Specialized training in breastfeeding management preferred
3. Certification in Breastfeeding education preferred
4. Training in breastfeeding is required within 12 months of hire (if not already received)

Experience:

1. Two years supervisory experience strongly desired
2. Two years' experience working with the public in a public, medical office, or health care environment
3. Three years' experience using computers
4. Three years' experience using ROSIE software preferred
5. Three years' experience with WIC preferred

Other:

1. Must meet all State and Federal requirements to operate a Wisconsin WIC Project
2. Must be a Registered Dietitian (RD) (an individual who has completed a course of study approved by the American Dietetic Association and completed an approved internship) and successfully completes the registration exam
3. Must be certified with the State of Wisconsin as a Dietitian
4. Must be Competent Professional Authority
5. Must have a valid driver's license
6. Must have a safe driving record
7. Must have reliable transportation
8. Must be able to lift and move 50 pounds
9. Equivalent combinations of job related education and experience may be considered

How to Apply: A [Grant County application for employment](#) and [job description](#) may be obtained at www.co.grant.wi.gov or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required** and will be accepted at the following location.

Grant County Personnel
111 S. Jefferson St. - PO Box 529
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

GRANT COUNTY JOB DESCRIPTION

TITLE: WIC Director/Dietitian

DEPARTMENT/ AGENCY: Health Department

IMMEDIATE SUPERVISOR: Director / Health Officer

PAY GRADE: J

FLSA: Exempt - Administrative

NATURE OF WORK

This position is responsible for the overall assurance of compliance with the requirements in the WIC contract following the guidance listed in the Operations and Users Manuals. The position performs nutritional assessments, counseling, and education of clients in individual and group settings. The position promotes breastfeeding and community education for positive breastfeeding attitudes and atmosphere. This position monitors the budget, ensures the logistics of operation, and supervises the WIC Clerk/CNA, and coordinates the WIC Nurse(s) at clinic sites and Breast Feeding Peer Counselor(s).

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Knowledge, Skills and Abilities:

This position is expected to develop, maintain and utilize competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills ; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills ; Leadership and Systems Thinking Skills. Additionally, the position is required to have the following:

1. Broad knowledge base in principles and practices of nutrition
2. Knowledge of current dietary standards for optimal reproductive outcome, healthy growth and development, and management of acute and chronic illness
3. Knowledge of the social and behavioral sciences as applied to public health nutrition
4. Knowledge of the functions of other health and social services agencies
5. Skill in interviewing
6. Skill in exercising tact
7. Skill in good judgment
8. Skill in evaluation of program and personnel
9. Ability to provide skilled dietetic management based on nutrition theory, scientific principles of behavioral concepts, and sound professional judgment in public health settings
10. Ability to provide leadership to others
11. Ability to work effectively with people
12. Ability to adapt to changing situations
13. Ability to work independently
14. Ability to load supplies and equipment and travel to sites throughout the county

ESSENTIAL FUNCTIONS

Under general direction

1. Nutrition Services. Assure compliance with nutrition-related requirements in the WIC Operations and Users Manuals including serving as a Competent Professional Authority (CPA) for the Grant County Health Department
2. Administration
 - a. Review ADP nutrition reports and other available information to do needs assessment for nutrition program planning
 - b. Develop, implement, and evaluate annual contract objective(s) based on needs assessment
 - c. Advise Director / Health Officer of nutrition budget needs
 - d. Assist the Director / Health Officer with the budget following discussion of the annual anticipated expenditures according to the project grant award
 - e. Review expenditures at least quarterly with the Director / Health Officer
 - f. Review quarterly nutrition reports and summarize data and progress on work plan to the Director / Health Officer
 - g. Review quarterly data including nutrition, caseload, no-show rate, vendor, and other summary reports to determine progress toward work plan objectives and compliance with contractual expectations
 - h. Review annual participant views survey results in order to assess client satisfaction with WIC Project Services
 - i. Participate in annual project monitoring by the Division of Health staff
 - j. Participate in preparation of the grant application for the WIC Project
 - k. Coordinates the Breast Feeding Peer Counselor and Farmer Market Programs
3. Nutrition Education
 - a. Develop plans, conduct, and evaluate secondary nutrition education services
 - b. Implement Nutrition Care Guidelines for the Wisconsin WIC Program
 - c. Develop and implement tracking system for high-risk participants
 - d. Conduct nutrition counseling for high-risk clients
 - e. Participate in peer review and chart audit for high-risk client records on a semi-annual basis with the Director / Health Officer and the WIC Nurse
 - f. Participate in case conferences for high-risk WIC participants if the client is serviced by other department programs
 - g. Evaluate nutrition education provided by the WIC Registered Dietitian, WIC Public Health Nurses, and WIC Clerk/CNA

- h. Develop and implement documentation procedures for initial and secondary nutrition education
- i. Assure that an evaluation of participants views of nutrition education is conducted annually and report summary of results to the Director / Health Officer
- j. Evaluate nutrition education materials for accuracy and appropriateness for WIC participants
- k. Monitor and/or train annually to back-up WIC Nurses on current nutritional recommendations for pregnant and breastfeeding women, postpartum teens, infants, and children under age 5

4. Referrals

- a. Develop nutrition referral criteria from WIC to other health professionals
- b. Assure that referral criteria and procedures for referral to other nutrition services (food stamps, food pantries) are established
- c. Coordinate referral procedures with the Director / Health Officer between WIC staff and public health staff and facilitates joint effort
- d. Refer clients to the WIC or Health Check nurse for immunizations as appropriate

5. Clinic and Certification Procedures

- a. Plan and evaluate, with input from Director / Health Officer, WIC Registered Dietitian, WIC Nurse, and WIC Clerk/CNA, certification and draft issuance clinics to assure smooth operation and quality client education
- b. Monitor and train annually to back up WIC Clerk/CNA and WIC Nurses on functions of nutrition station

6. Clinic Activities

- a. Assess nutritional status and needs of clinic population
- b. Perform finger or heel puncture to obtain blood for hemoglobin and capillary blood lead
- c. Calibrate hemacue prior to each clinic
- d. Obtain, evaluate, and utilize diet questionnaires and calculate client nutrient intake for planning nutritional goals
- e. Assess nutritional status of clients according to Wisconsin WIC program policies and procedures relating to biochemical, medical, anthropometric, and nutritional evaluation of client
- f. Responsible for determining client risks, eligibility for program, and client food needs according to programs guidelines
- g. Identify in writing and verbally to the parent or client the present physical condition of the client
- h. Verify risk factors and patient education of health risks as evidenced by documentation in client file
- i. Identify and evaluate client and family needs, ability and readiness to learn as evidenced by both written communication and verbal contact with the client

7. Delivery of nutrition intervention, education and counseling

- a. Provide direct client counseling to parents or clients on nutrition behavior changes as evidenced by the evaluation of the clients or parents understanding and intentions of compliance at end or return visit
- b. Provide information necessary to support the client's or parent's interests and desired behavioral changes according to agency diet instruction manual. Document in client file.
- c. Reinforce the client's or parent's positive behaviors as evidenced by verbal contact with the client or parent
- d. Indicate in the care plan the long or short term goal or plan for the improvement or maintenance of nutrition behaviors and client or parent response to nutrition intervention
- e. Communicate prepared plan of care to other staff members when appropriate
- f. Identify and appropriately utilize and refer clients or parents to appropriate health or medical professionals and human service agencies as evidenced by documentation in care plan. (Be appropriately familiar with above such agencies.)

- g. Seek, review, update, and maintain nutrition education materials for clinic, library, and education programs
 - h. Work with families in food planning, buying, and preparation to improve the nutritional values of their diets
8. Food Package Tailoring and Selection
- a. Assure food packages are issued based upon participant needs and preferences
 - b. In-service public health staff on sole source formula and exception guidelines and updated food lists
9. Implement Breastfeeding Plan according to policies
- a. Provide technical supervision of WIC staff who provide breastfeeding-related services
 - b. Provide orientation and ongoing task-appropriate training on breastfeeding promotion and support to all WIC staff
 - c. Implement policies that encourage a positive clinic environment and endorse breastfeeding as the preferred method of infant feeding
 - d. Assure that positive breastfeeding messages are incorporated into relevant educational activities, materials, and outreach efforts
 - e. Evaluate project's breastfeeding activities and strategies annually, and modify breastfeeding strategies based on evaluation
 - f. Coordinate breastfeeding plan with overall WIC and agency nutrition services
 - g. Assure that appropriate breastfeeding education and support is offered to all pregnant WIC participants
 - h. Assure that breastfeeding support and assistance is provided throughout the postpartum period particularly at critical times when the mother is most likely to need assistance
 - i. Implement policies to assure that appropriate food packages are issued to breastfeeding women and infants
 - j. Assure that breastfeeding-related data or information is collected and entered into ROSIE correctly
 - k. Review automated breastfeeding reports for program planning and monitoring purposes
 - l. Review other breastfeeding-related data as available (e.g. ROSIE special reports, Prenatal and Pediatric Nutrition Surveillance reports, MCH reports)
 - m. Determine need for and manage implementation of breast pump distribution
 - n. Attend breastfeeding conferences or workshops and keep other staff informed of learning opportunities and current information
 - o. Maintain a list of breastfeeding conferences or trainings attended and the number of continuing education hours obtained (the goal is 12 hours annually)
 - p. Coordinate and assist the Breastfeeding Peer Counselor(s)
10. Policy Development. Provide input to the Director and implement written policies for issues which the state WIC program gives latitude to local projects
11. Nutrition-Related Staff Development
- a. Attend WIC sponsored statewide and appropriate regional meetings and incorporates information, methods, etc. as indicated into project nutrition services
 - b. Inform the Director / Health Officer and other staff of changes
 - c. Provide in-service to the department staff on WIC nutrition concerns and recommendations as needed to promote WIC goals and services
 - d. Provide nutrition assessment, education, and counseling to home health and public health clients of the department as time permits and billing time to the appropriate department budget
12. Food Delivery System. Supervise vendor training, farmers market, and monitor according to WIC Operations Manual involving the WIC staff

13. Other Responsibilities and Duties

- a. Establish Fair Hearing Committee and procedures, providing department representation as needed
- b. Meet at monthly WIC staff meetings to plan protocols and evaluate health information and counseling provided by the WIC Nurse
- c. Meet at least monthly with WIC staff to discuss overall project operations
- d. Ensure that all WIC staff participate in required trainings
- e. Assist in selection, orientation, and evaluation of WIC staff in cooperation with the Board of Health and the Personnel Director
- f. Participate in the Hospice Interdisciplinary Group (IDG) to help develop plans of care for hospice patients as requested
- g. Assist with other projects such as applying for nutrition related grants, reviewing Jail and school menus, and doing outreach promoting healthy eating and nutrition in the community as requested

SUPERVISION RECEIVED

This position works under the general direction of the Director / Health Officer of the Grant County Health Department

SUPERVISION EXERCISED

Supervised WIC staff

ENVIRONMENTAL FACTORS

This position works mainly in office and clinic settings

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.