

## WIC PROGRAM NUTRITIONIST

### FUNCTION OF THE JOB

Under supervision, to perform work involving the planning, coordinating, and implementing of nutrition and breastfeeding services in the WIC (Women, Infants, Children) Program in the Public Health division; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Conducts nutrition assessments and counseling to low and moderate income families for clients in the Women, Infants, and Children program by taking height, weight, and blood measurements as well as reviews lab data and client reported information.
2. Determines eligibility for program participation using State and Federal health and nutrition program guidelines.
3. Develops individual care plans for clients to address identified risk factors through the analysis of subjective and objective data collected during nutrition assessments.
4. Identifies medically high-risk program participants and conducts nutrition education and counseling and performs follow up as necessary.
5. Develops educational materials on nutrition, breastfeeding, physical activity, and conducts programs for individual program participants, public health staff, and community organizations.
6. Conducts outreach and program promotion of WIC services to underserved segments of the community.
7. Promotes public health services to enhance continuity of care and foster cooperation with other community and health service agencies, as well as the general public.
8. Conducts quality assurance checks by reviewing files reports and querying database records to assist in evaluating and determining program and community needs.
9. Provides breastfeeding assessment, education, and ongoing client support, promotes breastfeeding as the norm for infant feeding.
10. Provides referrals to a variety of health care, community service, and human service agencies.
11. Performs data entry into electronic medical records systems, data searches, reporting and other functions using various information systems.
12. Establishes and maintains effective working relationships with the staff, public health officials, human services providers, and a diverse cultural and socioeconomic client population.
13. Participate in the training and orientation of employees, students, and volunteers.
14. Collaborate with public health nursing staff and other nutrition and health care providers to provide additional health screening and preventative care services.
15. Maintains detailed records and reports according to program requirements.
16. Acts as a first responder in natural disasters or any public health, chemical, biological, nuclear, or radiological event.
17. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Considerable knowledge of the principles and practices of dietetics, nutritional education, breastfeeding, and public health.
2. Considerable knowledge of the role of WIC program and the objectives of a public health agency providing these services.
3. Working knowledge of federal, state, and local laws, rules, and regulations concerning the operation of the WIC program.

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

4. Working knowledge of computerized department program software, including electronic health record, internet access, database, spreadsheet, and word processing programs.
5. Ability to determine medical and nutritional risk factors for WIC clients and provide appropriate counseling.
6. Ability to utilize critical thinking skills to determine the interrelationship of identified risks with their root causes when developing a nutrition care plan for individual participants.
7. Ability to effectively explain the interrelationship of identified risks with their root causes when counseling families of diverse cultural and socioeconomic backgrounds.
8. Ability to learn and explain WIC policies and procedures as outlined in the WIC Operations manual.
9. Ability to establish and maintain effective working relationships with the staff, public health officials, human services providers, and a diverse cultural and socioeconomic client population.
10. Ability to prepare and maintain accurate and complete records and reports as required by the WIC program and the public health division.
11. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
12. Ability to prepare and present written and verbal reports.
13. Ability to provide effective instruction to address varying learning needs of the staff.
14. Ability to utilize electronic medical records systems, word processing, database, and spreadsheet programs.

### Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in Nutritional Science, Community Nutrition, Dietetics, or a closely related field.
2. Certified in dietetics through the State of Wisconsin or successful completion within six (6) months of employment.
3. Registration as a professional dietitian with the Commission on Dietetic Registration or successful completion of registration within six (6) months of employment.