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| **Job Title:** | ***Dietitian*** | **Job Category:** | *Professional* |
| **Department/Group:** | *WIC* | **Pay Classification:** | *Exempt* |
| **Level/Salary Range:** | *$22.64-25.59* | **Position Reports to:** | *Director of WIC* |
| **Civil Service Classification:** | *Classified* | **Position Type:** | *Part time -Full time* |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision the Dietitian develops assessed nutrition risk; provides nutrition education and counseling to WIC participants, health department clients and community agencies.

**Experience and Education Requirements**

Must be a State of Ohio licensed dietitian, have one (1) to three (3) years of experience preferably in a health care setting, or have the equivalent combination of education and experience. Previous experience in community nutrition services is a plus. Must meet the Ohio Department of Health’s WIC program certifying health professional minimum qualifications.

Must have a valid driver’s license with an acceptable driving records.

**Public Health Competencies and Essential Duties**

**Analytical/Assessment Skills**

1. Identifies quantitative and qualitative data and information
2. Applies ethical principles in accessing, collecting, analyzing, using, maintaining and disseminating data and information
3. Describes factors affecting the health of the community
4. Uses information technology in accessing, collecting, analyzing, and using data and information
5. Contributes to the assessment of community health

**Policy Development and Program Planning**

1. Contributes to the community health improvement plan
2. Contributes to development of program goals and objectives
3. Contributes to the organizational strategic plan
4. Identifies current trends affecting the health of the community
5. Implements policies and programs
6. Applies strategies for continuous quality improvement

**Communication Skills**

1. Communicates in writing and orally with linguistic and cultural proficiency
2. Suggests approaches for disseminating data and information to the public
3. Facilitates communication among individuals, groups and organizations

**Cultural Competency**

1. Describes the value of a diverse workforce
2. Addresses diversity of individuals and populations when implanting programs

**Community Dimensions of Practice Skills**

1. Suggests relationships that may improve the community health
2. Supports relationships that improve the community health

**Public Health Science Skills**

1. Describes laws, regulations, policies and procedures for ethical conduct of research

**Financial Planning and Management Skills**

1. Adheres to organizational policies and procedures
2. Operates within program budgets
3. Uses performance management system for program and individual improvements

**Leadership and System Thinking Skills**

1. Incorporates ethical standards of practice
2. Contributes to the vision for a healthy community
3. Participates in professional development opportunities

**Essential Duties**

1. Documents information on nutrition care plan
2. Determines eligibility for applicants
3. Provides nutrition education, including breastfeeding promotion and support, that is responsive to the identified needs and interests of each participant
4. Identifies and implements individual care plans for participants
5. Sets mutually agreed upon nutrition goals with participants and monitors participants progress in attaining goals
6. Prescribes and issues WIC food benefits
7. Teaches hand expression of breastmilk and use of breast pumps
8. Teaches nutrition education classes
9. Makes appropriate referrals to healthcare providers and community agencies
10. Ensures screening and referrals for lead testing, immunizations, and alcohol use are performed
11. Runs data reports
12. Assists WIC mothers in implementing special plans for continuation of breastfeeding in coordination with the breastfeeding coordinator and the peer helpers
13. Completes height and weight measurements and lab work as needed
14. Meets requirements for continuing education to maintain licensure
15. Attends staff meetings and serves on temporary committees, as requested, and is punctual with attendance at such meetings.
16. Prepares and maintains appropriate records and completes reports by required deadlines.
17. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service.
18. Performs additional duties and assignments, as requested
19. Regular, punctual attendance

**Behavior Expectations**

Treats others with courtesy and respect in all interactions

**Working Conditions**

Answers telephone calls and routinely uses standard office equipment such as computers, telephones, copier and fax machines, etc. Individual bends, reaches, pushes, and pulls file drawers to file information.

Vision abilities required are up close vision and the ability to adjust and focus.

Must be able to lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

**Additional Notes:**

Position is subject to a 180 probationary period as outlined in the TCHD policy manual.

Reviewed and Signed By:

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| **Employee Signature:** |  | **Date:** |  |
| **Supervisor Signature:** |  | **Date:** |  |
| **Health Commissioner** **Signature:** |  | **Date:** |  |