



**ADMINISTRATION**  
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 Chillicothe, OH. 45601  
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**POSITION POSTING:**

**Date Pasted: 01 30 19**  
**Closing Date: 02 15 19**  
**E.E.O.**

<b>Position Title:</b>	WIC Health Professional 1
<b>Division:</b>	Public Health
<b>Exempt or Non-exempt:</b>	Non-Exempt
<b>Classified or Non-Classified:</b>	Classified
<b>Classification Number:</b>	65711
<b>Full Time / Part Time / Intermittent /Seasonal</b>	Full Time or Part Time
<b>Date Job Description Created:</b>	
<b>Title of Immediate Supervisor:</b>	WIC Program Coordinator
<b>BOH Approval Date</b>	
<b>Revision Date</b>	

**Position Introduction**

Will work as an employee of the Special Supplemental Women, Infant and Children (WIC) grant funded program. A WIC Health Professional 1 will conduct nutrition assessment; provide nutrition counseling and breastfeeding support to WIC participants following guidelines established by the State WIC program; conduct outreach activities; make referrals to other support agencies.

**MINIMUM QUALIFICATIONS and CHARACTERISTICS:**

- Registered Dietetic Technician (DTR), credentialed by Commission on Dietetics. Will practice under the supervision of a registered/licensed dietitian.
- 4-year nutrition/dietetics graduate of Academy of Nutrition and Dietetics approved curriculum but is not eligible to take exam for dietetic licensure. Will practice under the supervision of a registered/licensed dietitian.
- Registered Nurse

- Prefer experience with education and counseling in child and maternal nutrition and breastfeeding.

#### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.
- Must practice in accordance with the Ohio Board of Dietetics Licensure laws and Commission on Dietetics.
- Prefer Certified Lactation Consultant (CLC) or certified in other breastfeeding training.

#### **Additional Qualifications**

- Successfully pass a B.C.I. background check.
- Compliance with tuberculin test requirement per agency TB Plan.

#### **EQUIPMENT OPERATED:**

*The following are examples only and are not intended to be all inclusive.*

- Computer with related software
- Copier/Scanner/Fax/Multi-Phone Line system
- Other office equipment
- Scales, height board, hemocue
- Motor vehicle

#### **WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

General office setting in a health department facility and occasionally in community sites.

The employee has regular contact with the public, including potentially unruly children or adults. The employee is exposed to, must negotiate, use, or work with or in the vicinity of chemical compounds found in an office environment (e.g. toner, correction fluid, etc.). Employee may be exposed to blood or bodily fluids. This job requires occasional lifting, carrying, pushing or pulling of objects weighing 40 pounds. Work may include extended periods of time viewing a computer monitor or operating a keyboard.

#### **REQUISITE PROFESSIONAL ATTITUDES:**

*The following are examples only and are not intended to be all inclusive.*

- Willingness to communicate openly and appropriately to provide effective service.
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status.
- Willingness to expand one's knowledge base and inspire others to do the same.
- Willingness to participate in workforce development.
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies.

## ESSENTIAL FUNCTIONS:

- Assesses and documents a participant's nutrition risk based on information obtained in dietary interviews, health histories, hematologic and anthropometric measurements.
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- Provides nutrition counseling, including breastfeeding promotion and support that is responsive to the identified needs/interests of each participant
- Implements individual care plans for low-risk participants.
- Ensures State WIC mandated screenings are performed.
- Follows project's plan for high-risk participants to ensure appropriate services to participants with greatest need.
- Practice participant centered counseling using Value Enhanced Nutrition Assessment (VENA) tools.
- Refers participants to other health and social services when needs are beyond the scope of WIC services. Completes appropriate follow-up to referrals.
- Prescribes and issues WIC food packages including special infant formula.
- **Completes all required charting/documentation in a timely manner; clearly and legible identify the problem/need and plan and services provided on the appropriate forms.**
- Schedules participant appointments.
- Runs data reports. Assist in the evaluation of data to improve program performance.
- Conducts group education activities
- Develops educational modules and educational publications.
- Conducts outreach activities
- As needed, will complete heights, weights and hematological testing of participants.
- As needed will function as a support staff
- If assigned as Breastfeeding Peer Helper Supervisor will work closely with Breastfeeding Coordinator to provide supervision and feedback to peer helpers; assists with the training, planning, management, implementation and evaluation of peer helper activities.
- As assigned, attends collaborative group meetings, trainings sessions, conferences and workshop to give or receive information pertaining to health and nutrition.
- Attends continuing education seminars to be knowledgeable in current nutrition and breastfeeding topics.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Demonstrates regular and predictable attendance.
- Responds to public health emergencies in accordance with response plans using the incident command system.
- Interacts with all WIC staff members to ensure comprehensive services are provided.
- Performs any and all other related duties as assigned or directed by the WIC Program Coordinator in order to promote and ensure the effective and efficient operation of the Ross County Health District.

## ASSOCIATED PUBLIC HEALTH COMPETENCIES:

*The following are intended to guide ongoing workforce development and are examples (i.e., not all inclusive) of tiered competencies aligning with the position description. The [Core Competencies for Public Health Professionals](#) are organized into three tiers. These tiers represent career stages for public health professionals.*

This position is considered **Tier 1 – Front Line Staff/Entry Level**. Tier 1 competencies apply to public health professionals who carry out the day-to-day tasks of public health organizations and are not in management positions. Responsibilities of these professionals may include data collection and analysis, fieldwork, program planning, outreach, communications, customer service, and program support.

- 1A1. Describes factors affecting the health of a community.
- 1A3. Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
- 1A5. Selects valid and reliable data
- 1A7. Identifies gaps in data.
- 1A10. Uses quantitative and qualitative data
- 1A11. Describes assets and resources that can be used for improving the health of a community
- 1A12. Contributes to assessments of community health status and factors influencing health in a community.
- 1A14. Describes how evidence (e.g., data, findings reported in peer-reviewed literature) is used in decision making
- 2A2. Contributes to development of program goals and objectives.
- 2A4. Contributes to implementation of organizational strategic plan.
- 2A5. Identifies current trends (e.g., health, fiscal, social, political, environmental) affecting the health of a community
- 2A6. Gathers information that can inform options for policies, programs, and services.
- 2A8. Implements policies, programs, and services.
- 3A1. Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy)
- 3A2. Communicates in writing and orally with linguistic and cultural proficiency.
- 3A5. Conveys data and information to professionals and the public using a variety of approaches.
- 3A6. Communicates information to influence behavior and improve health.
- 3A7. Facilitates communication among individuals, groups, and organizations
- 4A2. Describes the diversity of individuals and populations in a community.
- 4A5. Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community.
- 5A1. Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community.
- 5A2. Recognizes relationships that are affecting health in a community (e.g., relationships among health departments, hospitals, community health centers, primary care providers, schools, community-based organizations, and other types of organizations)
- 5A3. Suggests relationships that may be needed to improve health in a community
- 5A5. Collaborates with community partners to improve health in a community.

- 5A7. Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- 5A9. Informs the public about policies, programs, and resources that improve health in a community.
- 6A3. Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services.
- 6A8. Contributes to the public health evidence base.
- 7A1. Describes the structures, functions, and authorizations of governmental public health programs and organizations.
- 7A3. Adheres to organizational policies and procedures
- 7A10. Describes how teams help achieve program and organizational goals.
- 7A11. Motivates colleagues for the purpose of achieving program and organizational goals.
- 8A1. Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities
- 8A6. Describes needs for professional development.
- 8A7. Participates in professional development opportunities.
- 8A9. Describes ways to improve individual and program performance

**POSITION PERFORMANCE EVALUATION METRICS:**

*The following are among the metrics that will be used to evaluate the performance of the WIC Health Professional 1*

- WIC participants are provided services in a manner consistent with state and local policies and procedures.
- Completes all required chart documentation
- Position responsibilities are executed in a manner consistent with Ross County Health District's Personnel Policy and Procedures as well as the Ohio Revised and Administrative Code.
- Contribution to goal setting and strategic planning within the WIC program.
- Strengthening and development of Core Competencies

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WIC Health Professional 1

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Date

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WIC Coordinator

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Date

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Administrator

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Date