

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**WIC Nutritionist**

**POSITION NUMBER: HA1013A**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, this position directs client counseling in multiple community and clinical settings, focusing on the client's physical and emotional needs in order to develop positive nutritional habits. Performs other duties as required. This position is supervised by the WIC Team Leader.

**WORK PERFORMED**

**45% Screenings/Certifications.**

- Assesses client nutritional needs by evaluating client diet histories/recalls, performing anthropometric measures (height, weight, body mass index) and blood hemoglobins.
- Certifies eligible applicants for the WIC food supplement program.
- Assesses general health and development during the client visit.
- Initiates referrals to health care providers and other appropriate community services.

**40% Education and Services.**

- Provides nutrition anticipatory guidance, breastfeeding support and education, oral health information and lead poisoning prevention materials.
- Develops nutrition care plans for WIC clients.
- Develops and designs interactive nutrition education displays.
- Provides follow-up nutrition education through display boards or schedules individual appointments for high-risk clients with department's Registered Dietitian.
- Presents nutrition education programs to the community.
- Collaborates with other health and social service agencies in the community in an effort to improve health and nutrition status in the community.

**10% Quality Assurance.**

- Interprets WIC regulations and works with clients and health care providers regarding special formula requests.
- Monitors and trains WIC vendors.
- Evaluates, organizes and maintains nutrition education materials.
- Participates in Health Department quality assurance programs for continuity and improvement of WIC client services.

**5% Departmental Support.**

- Adheres to dietetic standards of practice and follows Health Department procedures and protocols as well as local, State and Federal regulations.
- Will travel to various community sites and satellite clinic locations as needed to deliver services.
- Completes accurate program time studies and travel reports.
- Performs other duties as assigned.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Dietetic and nutritional theory and practices.
- Basic human physical and psychosocial needs.

**Ability to:**

- Demonstrate sensitivity in working with families of various cultures, social and financial backgrounds.
- Apply nutritional theory to specific patient situations.
- Lead or conduct educational programs.
- Prepare and maintain records, charts and reports.
- Follow detailed written and oral directions.
- Communicate effectively, both orally and in writing, using the English language.

**PHYSICAL REQUIREMENTS**

N-Never    O-Occasional (1%-33%)    F-Frequent (34%-66%)    C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights		X		
Throwing	X				Lifting	X				Around Moving Machinery	X			
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting			X		Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions				X
Carrying		X			Turning			X		Noise Levels (Excessive)		X		
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying	X				Irregular Surfaces		X		
<b>VOICE</b>					Climbing		X			Moving Objects		X		
Talking				X	Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting	X					X			

**EQUIPMENT USED**

Personal Computer  
Printer  
Telephone  
Photocopier  
Fax Machine

Office Furniture  
Adult/Infant Scales  
Measuring Devices  
Motor Vehicle  
Misc. Office Equipment

Hemocue/Lancet Device  
BBP Personal Protective Equipment Health  
Education/Nutrition Teaching Materials

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**MINIMUM QUALIFICATIONS**

- Bachelor’s or Master’s degree from an accredited college in Human Nutrition, Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition or Economics/Consumer and Family Sciences with an emphasis in nutrition.
- Valid Driver’s License and able to operate County-owned vehicle (HR-2013-2).
- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

- Required to pass a pre-employment physical and drug screen.
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100 within six (6) months of employment.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee’s Signature / Printed Name	_____ Date
_____ Administering Supervisor’s Signature / Printed Name	_____ Date
_____ Appointing Authority’s Signature / Printed Name	_____ Date

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