

## **Job Description-Jackson County WIC Health Professional**

**Supervisor**-Jackson County WIC Director

### **QUALIFICATIONS:**

Registered and/or Licensed Dietitian in the State of Ohio preferred. Registered Nurse or Dietetic Technician may qualify.

### **GENERAL RESPONSIBILITIES:**

Inspire and support lifelong healthy eating, activity and life choices for individuals and residents of Jackson County through nutrition education and counseling.

### **SPECIFIC RESPONSIBILITIES:**

Perform physical assessments, collect and evaluate data necessary to determine eligibility and certify participation in the WIC program. Prescribe food packages and counsel participants regarding the use of nutritious foods in their diets.

Provide dietetic consults and services

Provide individual and group nutrition education including cooking classes and demonstrations.

Refer clients to and coordinate with other health care services and community resources.

Provide breastfeeding education and support to appropriate clientele. Promote breastfeeding as the preferred infant feeding choice to the community-at-large.

Develop outreach/educational information for mass distribution through social media, newsletters and other means.

Practice in accordance with WIC policies and procedures as well as in accordance with the Ohio Board of Dietetics or Nursing Licensure Law.

Maintain professional relationships with other health care professionals and institutions including physicians and hospitals in the community.

Represent the agency on community coalitions, task forces and advisory committees related to nutrition, obesity prevention and physical activity as assigned.

Record and report data as required by state and agency procedures.

Participate in required agency source meetings and trainings.

Assist with all clinic and office procedures as needed.

<p>This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.</p>
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**MINIMUM QUALIFICATIONS:**

Must be a Registered and/or Licensed Dietitian or Diet Tech or Registered Nurse

Must have dependable transportation, a valid driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening.

May sometimes be required to work a flexible schedule that could include evenings and weekends. Overnight travel may be required.

Must be proficient in utilizing computers and electronic/social media including but not limiting to: YouTube, Facebook, blogs and digital imaging.

Must have knowledge of or ability to use necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must work harmoniously with other staff; be courteous, neat, and organized.

Position requires the ability to bend, walk and lift up to 40 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

Jackson-Vinton Community Action, INC complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with JVCAI.

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Signature

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Date

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*Jackson-Vinton Community Action, INC is an Equal Opportunity Employer/Provider of Services*