



ADMINISTRATION
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Position Opening

Date Posted: 09 30 21
Posting Deadline: 10 05 21

Position Title:	WIC Health Professional II
Division:	WIC
Exempt or Non-exempt:	Non-Exempt
Classified or Non-Classified:	Classified
Classification Number:	65712
Full Time / Part Time / Intermittent /Seasonal	Full Time
Date Job Description Created:	Revised:
Title of Immediate Supervisor:	WIC Director
Health Commissioner Approval	

The Ross County Health District, as an equal opportunity employer, strives to hire and maintain a diverse and inclusive workforce that reflects the culture and demographics of the population we serve.

Position Introduction-Grant Funded

The WIC Health Professional II will perform job duties for the Special Supplemental Women, Infant and Children (WIC) grant funded program. The WIC Health Professional II 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. If assigned, the WIC Health Professional will function as Nutrition Coordinator, Breastfeeding Coordinator and/or Breastfeeding Peer Supervisor. Applicant will work 1 day a week in our Circleville Office and 4 days a week in our Chillicothe, Ohio office.

MINIMUM QUALIFICATIONS and CHARACTERISTICS:

- Registered Dietitian (RD/RDN), Licensed Dietitian (LD). Must have completed Academy of Nutrition and Dietetics approved baccalaureate program and supervised practicum, passed qualifying exam, and completed requirements for State Medical Board of Ohio Licensure.
- Prefer counseling experience 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 State Medical Board of Ohio Board licensure laws and the Commission on Dietetic Registration.
- Prefer Certified Lactation Consultant (CLC) or certified in other breastfeeding training.

Additional Qualifications

- Successfully pass a B.C.I. background check.
- Ability to pass a Drug Screening.
- 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. Travel to work /meetings in all types of weather. 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 other 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 continuation of National Accreditation and participation in times of public health emergencies.

ESSENTIAL FUNCTIONS:

- Assesses and document a participant's nutrition risk based on information obtained in dietary interviews, health histories, hematologic, and anthropometric measurements.
- Provides Nutrition counseling, including breastfeeding promotion and support that is responsive to the identified needs/interest of each participant.
- Implements individual care plans for low-risk and high- 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.
- Practices 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 referral follow-up.
- Prescribes and issues WIC food packages including special infant formula.
- Completes all required charting/documentation in a timely manner; clearly and legibly; identifies the problem/need with plans 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 education publications.
- Conducts outreach activities.
- As needed will complete heights, weights, and hematological testing of participants.
- As needed function as a support staff.
- As assigned, attends collaborative group meetings, training 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.
- 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.
- Maintains confidentiality of all information associated with all WIC participants.
- If assigned as Local Agency Nutrition Coordinator will oversee food and formula prescriptions and coordinates with medical providers as appropriate; conduct chart review and provide feedback; provide in-service training for Health Professional (HP) staff; coordinate nutrition services with other local agencies and WIC programs; supervise HP's in the nutrition assessment or delivery of nutrition services.
- 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.
 - Oversee the planning, implementation and evaluation of local agency breastfeeding activities.
 - Ensure that all local staff is trained on breastfeeding education and support.
 - Identifies, coordinates, and collaborates with community breastfeeding stakeholders.
 - Monitors local agency breastfeeding rates.
 - Ensures that breast pump issuance, inventory, and maintenance are logged and monitored.
 - Performs any and all other related duties as assigned or directed by the WIC Program Director, Administrator, and Health Commissioner 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 affects 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
- 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 organization strategic plan.
- 2A5 Identifies current trends (e.g., health, fiscal, social, political, environmental) affecting the health of a community
- 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.
- 6A2 Identifies prominent events in the history of public health.
- 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 organization policies and procedures
- 7A10 Describes how teams help achieve program and organization 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.
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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