

**Jefferson County
Position Description**

Name:		Department:	Health Department	
Position Title:	WIC Registered Dietitian	Pay Grade:	8	FLSA:
Date:	January 2016	Reports To:	WIC Program Director Public Health Program Manager	

Purpose of Position

The purpose of this position is to provide nutritional and breastfeeding education to Women, Infants and Children in Jefferson County and coordination/ supervision of the Breast Feeding Peer Counselors.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assess and evaluate participants' health and diet. Determine risk factors, educate participants, counsel for behavior change, prescribe appropriate food package. Performs anthropometrics and blood work.
- Determine participants' income, residency and nutrition risk for program eligibility.
- Function as nutrition expert for WIC and Headstart staff. Keep current on health and nutrition topics, counseling and education methods.
- Provide education and training for participants, staff, nursing and dietetics students.
- Refer WIC participants to local benefit providers and physicians.
- Fit Families Program participant coach.
- Act as Breast Feeding Coordinator with supervision of Breast Feeding Peer Counselors and attendance at the Jefferson County Breast Feeding Coalition.
- Audit, monitor, train grocery stores, pharmacies and farmer vendors. Conducts vendor site visits and other related vendor activities as needed.
- Conducts outreach activities
- Attend meetings, trainings, and conferences. Maintains continuing education requirements for registration and program updates. Maintains knowledge of program policies and procedures.

- Participates in on-going training, Department meetings, in-services and seminars.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or may develop.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in Dietetics, or Food and Nutrition and Registered with the Academy of Nutrition and Dietetics, or Bachelor of Science in Nursing (BSN) trained nurse. Certification as a Certified Lactation Counselor (CLC) or Certified Lactation Specialist (CLS) within 1 year of hire is required for Breastfeeding Coordinator role. A valid Wisconsin motor vehicle operator’s license or access to transportation required.

Other Requirements:

Physical: Lift and carry up to 25 pounds of equipment to outlying clinics; possess fine motor skills to operate medical diagnostic equipment (Lead Care II Analyzer) and use computer keyboard, telephone.

Training: Certified Dietician in the State of Wisconsin, or eligible for registration and pass the CDR registration examination within six months of hiring. Must obtain at least 75 hours of CDR approved continuing professional education every 5 years. Certification with the State of Wisconsin is required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

