



## Defiance County General Health District

<b>Position Title:</b>	WIC Health Professional				
<b>Agency Unit:</b>	WIC		<b>Reports to:</b>	WIC Director	
<b>Employment Status:</b>	Full Time	<b>Pay Grade:</b>	4	<b>FLSA Status:</b>	Classified, Non-Exempt

**Position Summary:**

Provides WIC services to eligible participants with regard to established procedures. Assesses participants for nutritional status, interpret deficits and provides nutritional guidance education and counseling in individual and/or group settings.

**Minimum Qualifications:**

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below:

1. Must be a Registered Dietitian in the State of Ohio, Registered Nurse in the State of Ohio, nutritionist (Master’s or Bachelor’s degrees in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition or Home Economics with emphasis in Nutrition) or certified Physician Assistant (PA)
2. Must have a valid State of Ohio driver’s license and remain insurable in accordance with the Health District’s insurance policy.

**Essential Duties:**

For purposes of 42 USC 12101:

1. Assists with the planning, development, and implementation of various public health programs (e.g., WIC, breastfeeding support, nutrition education, etc.);
2. Interviews and assesses participants to determine program eligibility and treatment needs.
3. Reviews participant anthropometric, health, and dietary history.
4. Identifies participant risk factors; documents all participant data and services performed in accordance with applicable policies and procedures.
5. In conjunction with participants, develops individualized care plans to meet participant needs.
6. Reviews assessment data and counsels participants on relevant nutritional issues; sets attainable goals designed to improve participant’s health and nutrition.
7. Assists participants to select appropriate food package.
8. Disseminates program materials to participants and responds to participant questions or concerns.
9. Refers participants to other public health agencies, social service agencies, or specialists if needed.
10. Plans and conducts various health education programs and outreach activities for participants.

**Other Duties & Responsibilities**

1. Maintains required licensure and certification.
2. Attends meetings, conferences and seminars related to health district operations.
3. Ensures that all records are maintained in accordance with applicable privacy laws, policies and procedures.
4. Demonstrates regular and predictable attendance.
5. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
6. Participates in Health District disaster preparedness trainings and activities; may be required to report for work outside normal working hours during an emergency.
7. Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Defiance County General Health District.



## Defiance County General Health District

<b>Position Title:</b>	WIC Health Professional				
<b>Agency Unit:</b>	WIC		<b>Reports to:</b>	WIC Director	
<b>Employment Status:</b>	Full Time	<b>Pay Grade:</b>	4	<b>FLSA Status:</b>	Classified, Non-Exempt

Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Defiance County General Health District

**Minimum Acceptable Characteristics:**

(\*Indicates developed after employment)

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

1. **Knowledge of:** interviewing; education techniques; child development; department policies and procedures; dietetics/nutrition; public relations; community resources and services; office practices and procedures; records management; employee training and development; supervisory principles and practices; program management.
2. **Skill in:** use of modern office equipment; motor vehicle operation; medical instruments and/or materials utilization.
3. **Ability to:** define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; determine material and equipment needs; prepare accurate documentation; compile and prepare reports; write instructions and specifications; use proper research methods to gather data; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; gather, collate, and classify information; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work sites.

**Key Competencies:**

The Council on Linkages Between Academia and Public Health Practice 2014 Core Competencies for Public Health Professionals: Tier 1

- Analytical/Assessment Skills 1A – 1A14
- Policy Development/Program Planning Skills 2A1; 2A3 – 2A12
- Communication Skills 3A1 – 3A8
- Cultural Competency Skills 4A1 – 4A7
- Community Dimensions of Practice Skills 5A1 – 5A10
- Public Health Sciences Skills 6A3 – 6A4; 6A6; 6A8
- Financial Planning and Management Skills 7A3; 7 A5 – 7A6; 7A9 – 7A14
- Leadership and Systems Thinking Skills 8A1 – 8A6; 8A8 – 8A9

**Work Environment:**

The following are examples only and are not intended to be all inclusive:  
 The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform other job duties.



## Defiance County General Health District

<b>Position Title:</b>	WIC Health Professional				
<b>Agency Unit:</b>	WIC		<b>Reports to:</b>	WIC Director	
<b>Employment Status:</b>	Full Time	<b>Pay Grade:</b>	4	<b>FLSA Status:</b>	Classified, Non-Exempt

1. Worker must be capable of handling a fast paced software driven work environment.
2. The noise level in the office work environment is generally quiet other than outbursts from children or adults. Most of the work performed is in a typical office or clinic setting. However, where other public health functions are required increased decibel levels may be encountered.
3. Worker is frequently subject to field conditions that may range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job.
4. Travel to and from field locations subject worker to increased risk of driving hazards.
5. The work environment will be in a wide variety of areas that may be well-lit, ventilated and furnished ergonomically but some locations may be less than optimal.
6. It may be required to bring some requisite equipment and supplies when reporting to work in these environments.
7. Occasional work may be required out of doors, in any weather condition, if called upon to perform necessary health department or emergency functions.
8. Some travel involved, normally not exceeding five workdays in duration.
9. Worker is occasionally exposed to hostile clients, whose actions against the worker may include threats, harassment, and attempted bribery.
10. Exposure to toxic /caustic chemicals/detergents, odors /gases, high pitched noises, communicable diseases, and blood and/or body fluids.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform other job duties.

1. Ability to sit for periods of time, reaching, typing, grasping, feeling, writing, and repetitive motions.
2. Ability to engage in climbing, balancing, stooping, kneeling, crouching, crawling, standing, walking, lifting, and other repetitive motions.
3. Exerts up to 50 pounds of force occasionally and/or 20 pounds of force frequently, and/or 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects with the human body.
4. Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.
5. Visual ability sufficient to read and produce printed material and information displayed on a computer screen.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Note: In accordance with the U.S. Department of Labor physical demands ratings, this is considered medium work.

**Equipment Operated:** Standard business office equipment (computer, telephone, copier, fax machine); automobile; medical equipment, devices and instruments; passenger restraint devices.



## Defiance County General Health District

<b>Position Title:</b>	WIC Health Professional				
<b>Agency Unit:</b>	WIC		<b>Reports to:</b>	WIC Director	
<b>Employment Status:</b>	Full Time	<b>Pay Grade:</b>	4	<b>FLSA Status:</b>	Classified, Non-Exempt

---

**Position Titles of Positions Directly Supervised**

None

---



---

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents.

**Approvals:**

<b>Supervisor Name</b>	<b>Title</b>	<b>Date</b>
<b>Employee Name</b>	<b>Title</b>	<b>Date</b>