

Southwestern Wisconsin Community Action Program, Inc.

Job Description

Job Title: Nutritionist

Exempt (Y/N): N	Salary Grade: 5
Location: Dodgeville	Department: WIC
Supervisor: WIC Director/Nutritionist	
Prepared By: Amy Graber	Date: 12/22/11
Approved By: Wally Orzechowski	Date: 12/22/11

SUMMARY: Provides nutrition services to WIC participants in the form of direct nutrition assessment, counseling, and nutrition education. Assists the Director/Nutritionist in planning, implementing, and monitoring nutrition activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Provide for nutrition services designed to meet the needs of Southwest CAP WIC participants, including

- *Nutrition assessment based upon weight, height, hemoglobin, health conditions, and diet history.
- *Development of individualized nutrition care plans.
- *One-on-one nutrition counseling.
- *Breastfeeding promotion and support.
- *Determination of applicant eligibility in accordance with federal regulations and state policies.
- *Determination of a supplemental food package for each participant.
- *Documentation on statewide WIC computer database.

Share responsibility of doing finger-stick hemoglobin and lead testing with other staff.

Drive to and from WIC clinic sites in Iowa, Richland, Crawford, and Lafayette counties, sharing driving responsibilities with other staff. Coordinate and supervise clinic activities and use of facilities to assure fair, accurate, and efficient clinic operations. Assist in setting up and cleaning up clinic sites.

Develop procedures for provision, documentation, and evaluation of secondary nutrition education contacts.

Provide high risk counseling.

Prepare participant newsletter and nutrition materials as assigned.

Assist in the development and implementation of the Annual Nutrition Education Plan. Analyze project statistics to monitor nutrition objectives.

Assist in training and monitoring WIC staff in proper nutrition assessment techniques and other nutrition-related areas.

Assist in the development of referral procedures to and from other agency staff and other health and social service professionals.

Seek out and stay abreast of developments and theories related to maternal, infant, and child health and nutrition.

Assist in representing WIC to the agency, the Board of Directors, the community, the Wisconsin WIC Program, local professionals, legislators, and the news media.

Work cooperatively with other SWCAP programs and administration to support agency-wide goals and facilitate a variety of services for low-income people.

Become familiar with job responsibilities of all WIC staff and substitute for other staff if needed.

Attend WIC staff meetings, SWCAP agency meetings, and other meetings and trainings as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from WIC participants, management, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge and experience with internet software and word processing software.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid WI Driver's License

Registered Dietitian (RD) or RD-eligible; or bachelor's degree in dietetics or foods and nutrition, or masters degree in nutrition or public health nutrition. If in possession of a bachelor's degree, it is extremely beneficial, but not required, to be a Registered Dietitian or RD-eligible.

OTHER SKILLS AND ABILITIES:

Thorough knowledge of the principles of nutrition, with emphasis on the problems and nutritional needs of women, infants, and children.

Ability to plan and conduct quality nutrition education using available resources.

Ability to create forms, newsletters, and nutrition education materials with graphics on computer.

Ability to make professional decisions related to nutrition and health concerns, work independently, exercise initiative, show good judgment, and maintain thoroughness.

Ability to establish and maintain effective working relations with professional participants, co-workers, and the general public.

Enjoys working with young children.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, climb, or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: 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 essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.