



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** WIC Program Nutritionist-Lead

**LOCATION:** Public Health

**SALARY:** \$58,389 - \$64,373/Yr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** November 24, 2021

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

---

## WINNEBAGO COUNTY POSITION DESCRIPTION 2021

**POSITION TITLE:** WIC Program Nutritionist – Lead

**DEPARTMENT:** Public Health

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

WIC Program Nutritionist - Lead provides day-to-day services and coordination for the Women Infants and Children Supplementary Food Program for Outagamie and Winnebago counties. This position will provide direct supervision of WIC staff in Neenah and Oshkosh clinics, as well as providing support, training, mentoring, and consultation for WIC staff and interns for the project. The WIC Program Nutritionist - Lead works directly with the WIC Director to manage the Outagamie Winnebago WIC program effectively, providing nutrition and breastfeeding support, leadership, orientation, and ongoing training to ensure staff competence. Along with the WIC Director the Project Nutritionist is responsible for assuring quality nutrition services, as described in the USDA Nutrition Services Standards, and compliance with nutrition policies and procedures in the Wisconsin WIC Operations Manual.

### **ESSENTIAL FUNCTIONS:**

1. Provides and ensures provision of quality nutrition services including supervising, monitoring, training and evaluating WIC nutrition staff according to WIC regulations,

- policies and initiatives. In coordination with WIC director, contributes to administration and program planning, policy and procedure development and implementation.
2. Ensures nutrition staff training and evaluation. Direct supervision of Winnebago County staff including Winnebago County performance evaluations. Participates in leadership role to ensure inclusion of WIC staff in Winnebago County Health Department initiatives.
  3. Ensure community collaboration for integration and coordination of services provided to WIC families.

**ADDITIONAL ESSENTIAL DUTIES:**

1. Ensures WIC staff complete certification, nutrition assessment and education, breastfeeding promotion, health screening, and benefit issuance in goal-oriented and person-centered fashion and in compliance with WIC program policies and procedures.
2. Ensures all nutrition work plans are implemented, monitored, evaluated and submitted in compliance with State WIC nutrition policies and procedures.
3. Facilitates nutrition staff meetings.
4. Works in collaboration with WIC Director for successful biennial WIC management evaluations, including pre-visit preparation, coordination of site visit plans, and analyzing, evaluating and responding to management evaluation findings.
5. Participates in community coalitions, task forces, advisory committees that affect services to WIC eligible families and child death reviews, as requested.
6. Develops and implements staffing and clinic schedules for project sites in Oshkosh and Neenah to assure appropriate staffing levels to meet client needs.
7. Assures provision of quality nutrition services.
8. Integrates and coordinates with other Public Health Department services and other community agencies and resources.
9. Participates in development and review of WIC and/or public health nutrition materials, standards of practice, nutrition care criteria, policy, etc., as offered by State WIC Office and Regional Consultants.
10. Assesses applicant's health and nutrition status for eligible risk factor for WIC Program enrollment and assigns appropriate WIC and Farmers' Market Nutrition Program food benefit.
11. Provides health, nutrition and breastfeeding education to participants and caregivers based on need and interest; makes referral to WCHD, Breastfeeding Peer Counseling and community resources. Creates individualized goals and care plans with participants and caregivers.
12. Schedules and provides follow up on selected and high risk participants.
13. Documents all contacts and individualized care plans in a timely, accurate and confidential manner into the WIC specialized data collection system (ROSIE).
14. Serves as a preceptor for dietetic students and interns.
15. Participates in ongoing agency needs assessment processes and advocates for needed nutrition services.
16. Contributes to health / nutrition displays and social media posts.
17. Develops and implements written project policies and procedures in order to ensure consistency among staff.
18. Promotes breastfeeding as the normal infant feeding practice.
19. Manages, recruits and enrolls an assigned caseload for the Fit Families Program.
20. Provides back up as needed for Public Health Aide, while maintaining adherence to the separation of duties policy.
21. Builds and maintains good working relationships with diverse populations and community agencies and municipalities and provide services in a culturally sensitive manner.

22. In Coordination with WIC Director and Director of Public Health, recruits, hires, supervises and trains Winnebago County WIC staff including yearly performance evaluations.
23. Participates in department commitment to incorporate equity into services, policies, practices and organizational culture.
24. Engages residents to center their needs in departmental services, policies, practices, and organizational culture
25. Participates in improving agency performance, processes, programs and interventions through continuous quality improvement.
26. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and workgroups and contributing to a work environment where continual improvement in practices are pursued.
27. Reports to work as called upon in 24/7 in a public health crisis or emergency and perform public health emergency response duties as assigned and consistent with training provided.
28. Adheres to Occupational Safety and Health Administrations standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health crisis or emergency.
29. Participates in public health emergency response training and drills.
30. Performs other related duties as may be assigned.

### **WORK RELATIONSHIPS:**

1. Reports to Director of Public Health
2. Reports to WIC Program Director
3. Works collaboratively with all staff, community partners, and the public.

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Must be a Registered Dietitian Nutritionist (RDN) registered with the Commission on Dietetic Registration (CDR) and Certified Dietitian (CD) in the State of Wisconsin. Dietetic Registration must be maintained throughout employment.
2. Two years related job experience required. At least 1 year in program management, public health nutrition and supervision is preferred.
3. Coursework in program management and public health nutrition preferred.
4. At least 75 hours of continuing education every 5 years as required for maintenance of CDR along with 50 hours per identified training needs that are pertinent to the WIC position.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### Analytical and Assessment Skills

1. Ability to use Value Enhanced Nutrition Assessment (VENA) and Motivational Interviewing (MI) guidelines and provide nutrition counseling based on need and interest in a Person-Centered style.
2. Ability to analyze WIC Nutrition and participation data to improve services and implement clinic and community strategies.
3. Ability to provide observation assessments and feedback for staff based on required nutrition service criteria.

#### Policy Development/Program Planning Skills

1. Ability to conduct an assessment of the local project needs; routinely review and update to reflect current data, information and trends in coordination with the Community Health Assessment and Planning Process.

2. Ability to analyze WIC data for quality assurance, needs assessment, coordination/integration, program evaluation, and other management purposes utilizing the division Quality Improvement Plan.
3. Ability to assess local WIC project's needs and participants' health and nutrition status to improve WIC services.

#### Communication Skills

1. Strong computer skills: knowledge of Google and Microsoft Office applications; demonstrates ability to learn new applications and conduct internet-based research.
2. Ability to communicate in writing and orally with linguistic and cultural proficiency
3. Ability to accurately enter information into specialized computer programs in a timely fashion per program standards.

#### Cultural Competency Skills

1. Ability to successfully work with diverse populations and demonstrate cultural humility.
2. Ability to identify health disparities and address to ensure health equity for WIC participants.

#### Community Dimensions of Practice Skills

1. Ability to establish and maintain effective working relationships with employees, community leaders, general public, other county departments, agencies and state officials and work with persons with varying levels of education, understanding, and values in a culturally sensitive manner.

#### Public Health Sciences Skills

1. Thorough knowledge of maternal, infant, and child nutrition.
2. Thorough knowledge of nutritional science and counseling.
3. Ability to follow the code of ethics and standards of practice consistent with the profession of dietetics.

#### Financial Planning and Management Skills

1. Ability to apply time-management skills, exercise independent judgment, and prioritize workload.
2. Ability to adapt to changing programming and workplace priorities.
3. Ability to accommodate flexible scheduling to address program needs.
4. Ability to organize work and work productively with indirect supervision in a highly visible public sector.

#### Leadership and Systems Thinking Skills

1. Ability to demonstrate leadership, independent judgement and critical thinking skills
2. Identify and ensure use of professional development opportunities for professional growth.
3. Knowledge of quality improvement concepts and ability to contribute to continuous performance improvement

#### Other

1. Access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.

5. Ability to work in adverse weather conditions, and uncomfortable indoor environments during a public health crisis or emergency. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as ice/snow, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
6. Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
7. Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.
8. Employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.