



# MAHONING COUNTY PUBLIC HEALTH

PREVENT · PROMOTE · PROTECT

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| <b>POSITION DESCRIPTION:</b>              | <b>WIC HEALTH PROFESSIONAL<br/>ASSOCIATE (DIETETIC TECH)</b> |
| <b>POSITION DESCRIPTION<br/>APPROVED:</b> | <b>02/19/2025</b>  |
| <b>RESPONSIBLE TO:</b>                    | <b>WIC DIRECTOR</b>  |
| <b>RATE OF PAY:</b>                       | <b>TBD</b>   |

**JOB SUMMARY:** Provides nutrition assessment, counseling, and education services to low-risk individuals and families within Mahoning County, focusing on improving health outcomes and promoting community wellness through the Women, Infants, and Children (WIC) program

### **ESSENTIAL FUNCTIONS:**

- Work under the supervision of a registered and licensed Dietitian.
- Perform intake, answer phones, make appointments, greet participants, and prepare paperwork as needed.
- Explain WIC Program, how to use WIC Nutrition Card, and WIC rights and responsibilities for participants at certification and recertification appointments.
- Prepare participant charts for the following business day, file charts each morning and afternoon and prepare new charts as needed.
- Determine the eligibility of participants through health and nutrition screening.
- Identify and document nutrition risk(s) in low-risk participants and needs for nutrition education following clinic guidelines.
- Identify and refer high-risk participants to the Registered Dietitian (RD) for assessment and assignment of food packages.
- Perform height, weight and hemoglobin measurements in accordance with WIC policy and procedures.
- Assign food packages according to the program policy and participant needs or refer to RD to approve or complete risk assessment and assignment of food packages.
- Receive and maintain current nutrition information and education from the WIC administrators or through the WIC computer program for the education of participants.
- Provide breastfeeding assessment, education and ongoing participant support; promote breastfeeding.
- Determine a breastfeeding mother's eligibility for a breast pump, provide training and follow-up on use.
- Refer participants to a variety of health care, community and support service programs/resources.
- Explain and review the WIC Authorized Food list and ensure understanding of how to use the WIC Nutrition Card (WNC).

- Review prenatal packet when Breastfeeding Peer is not available and teach hand expression.
- Review formula prescriptions with the Registered Dietitian.
- Utilize tools/services when working with non-English speaking participants.
- Maintain cleanliness of WIC clinics and waiting areas.
- Maintain accurate files, forms, folders and other related documents
- Design nutrition and wellness education materials for use within Mahoning County Public Health clinics and community.
- Maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Work effectively with people of diverse cultures, ages and economic backgrounds in a culturally competent and sensitive manner.
- Must be able to communicate effectively and accurately both verbally and in writing.
- Must have working knowledge of Google products and Microsoft Office products (Word, Excel, and Outlook).
- Must be flexible to work late clinics
- Must attend community events to promote the WIC program in community.

#### **ORGANIZATIONAL DUTIES:**

- Participate in continuous quality improvement (CQI) team projects and CQI training initiatives as applicable or required. Incorporate the principles of CQI into daily work activities.
- Participates in public health emergency response activities as needed or directed. Includes the completion of Incident Command System/National Incident Management System trainings.
- Attend and participate in agency training, events, and activities including but not limited to: Strategic Planning, Community Health Assessment/ Community Health Improvement Planning, Workforce Development, MCPH Ethics Committee, Safety and Building Capitol Improvement Committees.
- Gathers and organizes documents to satisfy public records requests for the Finance Division.
- Assists in maintaining Public Health Accreditation Board (PHAB) accreditation status.

#### **MINIMUM QUALIFICATIONS:**

- This position requires an associate's or bachelor's degree in nutrition, dietetics, or related field, granted by an accredited college or university. Completion of a dietetic technician program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics to qualify for credentialing.
- Must be registered as a Dietetic Technician, Registered (DTR) by the Commission on Dietetic Registration (CDR).
- Valid driver's license, liability insurance, automobile available.
- Must maintain required licenses, credentials and/or certifications required for the position.

#### **PREFERRED/DESIRED QUALIFICATIONS**

- A minimum of two years' previous related work experience in the delivery of nutrition services.

**POSITION CORE COMPETENCIES\*: Tier 2**

Analytic/Assessment Skills

Policy Development/Program Planning Skills

Communication Skills

Cultural Competency Skills

Community Dimensions of Practice Skills

Financial Planning and Management Skills

Leadership and Systems Thinking Skills

\*Core Competencies for Public Health Professionals, Council on Linkages Between

Academia and Practice.

[http://www.phf.org/resourcestools/Documents/Core\\_Compencies\\_for\\_Public\\_Health\\_Professionals\\_2014June.pdf](http://www.phf.org/resourcestools/Documents/Core_Compencies_for_Public_Health_Professionals_2014June.pdf)