

FOREST COUNTY HEALTH DEPARTMENT

Job Description

Position Title: Community Health Specialist/WIC Nutritionist, Director and Breastfeeding Coordinator

Reports to: Health Department Director

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (40 Hour Work Week)

Pay Grade/Pay Structure: \$22.53 - \$25.03 per hour

I. Position Summary

Performs nutrition assessments, education and counseling for the Women, Infants and Children (WIC) program for the Forest County Public Health Department and other Forest County entities. Follows Women, Infants and Children (WIC) procedures. Provides support to population-based programs and services at the individual and family level in cooperation with public health nurses. Assesses, plans, implements, and evaluates programs and public health initiatives. Performs other duties as required.

II. Essential Functions and Primary Duties

This list of duties is not to be construed as all-inclusive, and may be modified as agency programs change and as agency need requires. Additional duties also defined by WIC Policy for WIC Nutritionist, Director and Breastfeeding Coordinator

- Advises and instructs clients regarding nutrition.
- Determines client eligibility for WIC by measuring and assessing anthropometric and hematological values and other relevant health and dietary data.
- Provides client centered and culturally competent nutrition counseling and developing a measurable objective.
- Conducts weight, height and hemoglobin assessments when necessary.
- Develops and implements outreach to agencies and businesses.
- Develops, conducts and evaluates secondary nutrition education using current nutrition information.
- Provides nutrition education to high risk clients and approves non-contract formula requests.
- Provides nutrition and breastfeeding informational updates to WIC staff and Breastfeeding Coordinator.
- Coordinates WIC nutrition activities with other programs.
- Attends WIC staff meetings and training as required.
- Tailors food packages according to WIC policy.
- Prepared and justify the annual WIC program budget, ensuring staff and resources to meet the program goals and objectives
- Track monthly fiscal expenditures and submit reports in a timely manner
- Ensure that breastfeeding education and support is offered to all pregnant and breastfeeding women.

- Orient, train, and mentor all staff on breastfeeding competencies, promotion, and support.
- Monitor to ensure that practices and procedures are consistent with WIC regulations, policies, and initiatives.
- Ensure scheduling procedures to accommodate breastfeeding mothers and babies to allow adequate time for assessment, evaluation and assistance that includes the resolution of breastfeeding problems.
- Refers clients to other agencies.
- Provides family centered, community based and culturally competent services in a confidential manner.
- Able to interpret anthropometric, hematologic, medical and dietary risk factors and individualize plans of care.
- Performs other duties as assigned by the Public Health Director within the scope of responsibility and skill requirements for the job.
- Follow established procedures including blood borne pathogens and communicable disease exposure.
- Promotes the health of individuals and families through informing, educating, counseling, and appropriate intervention.
- Assists with efforts to mobilize community partnerships to address public health issues.
- Assists with the development of policies and plans that support individual and community health efforts, and communicate and interpret such policies and plans to the public and other community agencies. This also includes planning and managing a client caseload, including coordination of intra- and inter-agency services.
- Links individuals, families, and the community with needed resources. This also includes:
 - o Providing population-based public health services in schools, homes, jail, offices, worksites, clinics, community health fairs, and other settings in the community, based on public health principles, concepts, and practices.
 - o Providing services aimed at the promotion of health and the prevention of disease in individuals, families, and groups.
- Assures a competent public health workforce by assisting with and participating in training, advising, and orientating public health staff and other community professionals. This also includes:
 - o Participation in provision of clinical educational experiences for students in professional and allied health.
 - o Participation in professional development.
- Participates in the evaluation of the effectiveness, accessibility, and quality of personal health services. This includes accurate and appropriate documentation of individual and family interventions.
- Assists with researching for new insights and innovative solutions to health problems.
- Assures access to primary health care for all residents through referral or actual provision of the service.
- Fosters the understanding and promotion of social and economic conditions that support good health.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.
- Available to report to work outside of regular hours in case of public health emergency.

III. Supervision

Receives direct supervision from the Forest County Health Department Director.

IV. Physical Demands and Work Environment

The physical demands and work environment characteristics 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 the essential functions.

While performing the duties of this job, the employee is regularly required to engage in conversation and is required to speak and listen. The employee is frequently required to sit and use hands to grasp and place objects. The employee is occasionally required to walk and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Ability to wear gloves, masks and other protective equipment.

While performing the duties of this job, the employee is occasionally exposed to weather conditions; hazards of driving; unclean inside environmental conditions; and difficult interpersonal interaction. May be exposed to infections, contagious diseases and the risk of blood borne pathogens. The noise level in the work environment is usually quiet.

V. Minimum Qualifications

Education: Bachelor's degree in Nutrition, Public Health or related field. Registered Dietitian required or who within 6 months of hire passes CDR exam and is also Certified Dietician in WI.

Experience: Three (3) to five (5) years nutrition experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Previous supervisory experience preferred.

Skills, Knowledge, and Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of participants or employees of County.
- Knowledge of word processing software.
- Working knowledge of nutritional and dietary practices, particularly related to women, infants and children, including breastfeeding women.
- Ability to learn departmental programs, operations and policies with respect to general functions performed.
- Ability to relate to participants with understanding and compassion for their needs.
- Demonstrated ability to value individual and cultural differences.
- Ability to maintain accurate and complete records.

- Ability to establish and maintain effective public and working relationships.
- Ability to respect and maintain client confidentiality.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as participant charts, flow sheets, WIC records, weight and height charts, nutrition texts, cookbooks and WIC policy and procedure manual.
- Ability to exercise judgment, decisiveness and creativity.
- Analytic Assessment Skills- Define a problem for individuals, families, communities, and systems using relevant data.
- Policy Development/Program Planning Skills- Collect, summarize, and interpret information relevant to an issue. Implement under supervision, public health laws, regulations, and policies related to specific problems.
- Communication Skills - Communicate effectively both in writing and orally.
- Use the media, advanced technologies, and community networks to communicate information.
- Cultural Competency Skills - Utilize appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyle preferences.
- Community Dimensions of Practice Skills – Identify community assets and available resources.
- Health Sciences Skills - Identify responsibilities within the context of the Essential Public Health Services and Core Public Health Functions.
- Financial Planning and Management Skills - Assist with the management of programs within budget constraints.
- Leadership and Systems Thinking Skills - Help create key values and a shared vision and use these principles to guide action.

Licenses and Certifications: Registered Dietician, registered with the American Dietetic Association and certified with the State of Wisconsin. Must possess and maintain a valid Wisconsin Driver's License, a reliable, insured vehicle, and maintain minimum county insurance requirements.

Have a minimum of one year of experience counseling breastfeeding women; Have successfully completed specialized training in lactation management and care: International Board Certified Lactation Consultant (IBCLC) is preferred, but individual may be exam-eligible or have successfully completed other state-approved specialized training, including Certified Lactation Specialist (CLS), Certified Lactation Consultant (CLC), or Certified Lactation Educator (CLE); and obtain specialized training in lactation management and care within 12 months of hire (ideally within 6 months.)

Forest 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 employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on October 9, 2020.

Department Head: _____Jacee Shepard_____ Date: _____10/10/2020_____