



**Public Health**  
Prevent. Promote. Protect.

Canton City Public Health

# Position Description

Canton City Public Health  
FINAL

<b>Position Title:</b>	WIC Part-Time Dietitian	<b>Position #:</b>	889
<b>Working Title:</b>	Floating Dietitian	<b>CS Status:</b>	Classified
<b>Division or Unit:</b>	WIC	<b>Reports to:</b>	WIC Director
<b>Employment Status:</b>	Part-time	<b>Pay Grade:</b>	PT5
<b>Funding Source:</b>	WIC Grant – Fund 2316		
<b>This position description was last approved by the Board of Health on:</b>		September 24, 2018	

**Position Summary:** Under the general supervision of the WIC Director, a person in this classification provides nutrition education and breastfeeding promotion that is responsive to the identified needs/interests of each program participant while adhering to WIC Policies and Procedures (PPM). WIC Dietitians engage in repetitive clinical work, assist with various functions to maintain optimal clinic flow, and make appropriate health and social service referrals. This position is scheduled throughout the Stark WIC Project. Clinic duties are the primary focus of WIC “Floating Staff”. Monthly work schedules and clinic locations are generated by the Project Director; work days will vary based on clinic need. Individuals must adapt to varying clinic procedures and scheduling processes. She/he must exercise a good deal of independent judgement in performance of duties; cross-training to complete WIC Assistant and Breastfeeding Support Staff duties is necessary. The employee receives periodic review and appraisal of performance plus functional and administrative supervision. She/he must exercise a good deal of independent judgement in performance of duties. Multi-tasking is necessary on a regular basis.

**Essential Duties and Responsibilities:** 75% WIC Clinic Duties: Provides nutrition education counseling along with breastfeeding promotion and support to individuals & groups; completes nutrition and anthropometric assessments; determines program eligibility and supplemental food & formula packages; Develops behavioral objectives and nutrition care plans; initiates health and social service agency referrals; maintains confidentiality and adheres to policies & procedures; notifies supervisor immediately with any unusual incidents; adheres to mandated reporting laws per the Ohio Revised Code and State WIC PPM; cross-trained with WIC Assistant duties to assist with clinic flow when needed; assigns proper WIC risk codes and completes chart documentation accordingly; uses the WIC Certification System functions correctly; develops of nutrition education materials.

25% Non-Clinic Duties: Floating staff often work off-site from their direct supervisor and must submit correct attendance reports/forms by each deadline. Participates in WIC Program and Health Department outreach activities and meetings/committees as needed; works in collaboration with groups and populations in the promotion of public health & improvement in community health status; participates in required public health team emergency preparedness training and exercises as assigned; maintains current dietetic and breastfeeding knowledge & skills for optimal service; stays current with state & local updates such as WIC Policies, State WIC All Policy Letter (APL) emails, Meeting Minutes, and other pertinent materials; maintains up-to-date computer skills. Other duties as determined by the supervisor.



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## Other Duties and Responsibilities:

- Completion of anthropometric measurements, including blood screenings, while adhering to Blood Borne Pathogens policies related to specimen collection, storage, and handling.
- Assists with clinic management decisions as needed.
- Will work late clinic and complete outreach activities as assigned.

## Minimum Qualifications:

- Graduate of an accredited college or university with a Bachelor's Degree.
- Must be a Registered Dietitian (RDN or RD) and a Licensed Dietitian (LD) in the State of Ohio.

## Preferred Qualifications:

- Previous work experience (WIC or healthcare service).
- Certified Lactation Counselor (CLC) or other certified breastfeeding training.
- Literacy, language, and communication skills appropriate to address the needs of a diverse population.
- Up-to-date computer system skills & social media knowledge.

## Key Competencies:

The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1A1 – 1A12
- Policy Development and Program Planning Skills: 2A1 - 2A2; 2A5 - 2A8; 2A10 - 2A11
- Communication Skills: 3A1, 3A2, 3A4, 3A6, 3A7
- Cultural Competency Skills: 4A1 - 4A3; 4A5
- Community Dimensions of Practice Skills: 5A1 - 5A5; 5A7- 5A8; 5A10
- Public Health Sciences Skills: 6A1, 6A2, 6A4, 6A6, 6A7, 6A9
- Financial Planning and Management Skills: 7A2, 7A3, 7A7, 7A10, 7A11
- Leadership and Systems Thinking Skills: 8A1 - 8A7; 8A9

Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1A1 – 1A5
- Accountability: 2A1 – 2A8; 2B7
- Equity, Ethics and Fairness: 3A1 – 3A5
- Continuous Quality Improvement: 4A1 – 4A6
- Occupational Health and Safety: 5A1 – 5A6



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- Emergency Preparedness: 6A1 – 6A3

The Professional Competencies from the Commission on Dietetic Registration apply to this position:

- The Essential Practice Competencies for the Credentialed Nutrition and Dietetic Practitioners

**Work Environment:** • General office setting in a health department facility. Work performed in this position may be subject to challenging interactions with community members. WIC clinic is fast-paced and typically noisy due to high volume of clients. Some in-state travel required.

**Approval:** This position description was approved by the Board of Health on: **September 24, 2018**

**Revision History:** Dates of prior approved versions:

**Employee Statement:**

I hereby acknowledge that I have received a copy of this position description on this date.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name