

# WEST CENTRAL DEVELOPMENT CORPORATION

<b>Job Description</b>	<b>WIC Licensed Dietitian</b>
Latest Review Date: 07/01/98	Grade Level: 13
Effective Date: 03/08/94	Reports to: Program Director

## POSITION PURPOSE

Serves as the competent professional authority for determination of WIC program eligibility and certification; providing nutrition education to WIC clients.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

As part of the certification process, conducts any or all of the following tests necessary for indicating nutritional risk: diet history, measurement and graphing of length/height and weight, and medical history.

Either certifies or denies participation in the program on the basis of nutrition risk, using assessment of anthropometric, biochemical, and dietary data.

Coordinate and assure nutrition education to all participants, both on an individual and group basis.

Provide leadership and coordination of clinic activities and report to Program Director as directed.

See that all clients receive at least two nutrition education contacts per certification period.

See that all education contacts are documented in client records.

Provide in-depth individual counseling as needed or requested by a participant.

Write or contribute to the client newsletter on appropriate topics.

Serve as the staff person qualified to provide program nutrition information to interested professionals, outside agencies, organizations and individuals.

Participate in selection, preparation, and evaluation of nutrition education materials.

Provide nutrition services to the Maternal and Child Health Program as assigned.

Tailor the program food package to best meet individual needs of the participant.

Assist in the responsibility for referral of WIC participants to other sources of health care as needed including accurate documentation and follow-up of referrals made.

Attend and participate in state WIC nutritional meetings and other conferences, etc., which serve to enhance training and skill.

Assure adequate explanation of participant procedures, right and obligations to all persons undergoing certification onto the program.

Assist program manager in development of needed program evaluation tools and plans; assists in writing of

WIC nutrition education plan. Participates in review of pediatric surveillance data reports and implications for nutrition education plans.

Perform other duties as deemed necessary by the WIC Program Director.

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

Demonstrate physical abilities as defined in attached Physical Requirements Analysis.

Communicate well and work effectively with low-income individuals.

Ability to interact with individuals from a variety of cultural, economic and social backgrounds.

Possess skills for leading/facilitating small groups and one-to-one counseling.

Possess strong written and oral communication, observation, and decision-making skills.

Interpersonal skills necessary to work cooperatively with staff, community, and other agencies to meet needs of clientele.

Ability to correctly interpret and apply rules regulations, policies, and procedures governing the WIC program and project those positively to staff, clients, and community.

## **EDUCATIONAL DEVELOPMENT AND WORK-RELATED EXPERIENCE**

Registered Dietitian or eligible to take registration exam. Willing to become licensed in the state of Iowa. *The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

## **EMPLOYEE SIGNATURE**

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by *West Central Development Corporation* on an "at will" basis.

Reviewed with \_\_\_\_\_  
Employee

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_  
Supervisor

Date \_\_\_\_\_