

NUTRITIONIST (WIC PROGRAM)

SCOPE OF RESPONSIBILITY:

Performs nutrition risk factor assessment and final eligibility determination of potential WIC participants; also provides group nutrition education and high risk follow-up delegated by the WIC Project Director.

MAJOR FUNCTIONS:

- a) Performs health and nutritional assessments of WIC participants.
- b) Identifies and documents risk factors according to program requirements, making final eligibility determinations.
- c) Provides health and nutrition counseling for WIC participants based on needs assessments.
- d) Helps to achieve and maintain continuity of client care by planning and exchanging information with other health and social agencies as well as intra-agency referrals.
- e) Maintains clients' respect and confidentiality by obtaining signed releases of information before discussing their situation with other health or social service providers.
- f) Determines food packages for WIC participants.
- g) Makes appropriate referrals. Uses established intra-agency and inter-agency referral system.
- h) Provides quality assurance of care provided.
- i) Assists with the orientation of new staff to WIC.
- j) Provides technical support to WIC clerk.
- k) Provides technical support for CPAs on nutrition questions from participants.
- l) Plans, coordinates and conducts nutrition education for WIC participants as delegated by WIC Project RD, including enhanced nutrition education, newsletters, etc.
- m) Helps to maintain proper lines of communication so that responsible parties are adequately informed.
- n) Participates in annual monitoring with Regional Nutritionist.

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- o) Maintains and enhances personal working knowledge of the Wisconsin WIC Program and nutrition through readings, conferences and regional and annual WIC meetings.
- p) Works collaboratively with WIC Project Director and under the supervision of the Public Health Nursing Supervisor.
- q) Provides Enhanced Nutrition Education for women receiving Prenatal Care Coordination Services from Dane County Division of Public Health nurses.

KNOWLEDGE AND ABILITIES:

- Comprehensive knowledge and expertise in the area of nutrition.
- Working knowledge of public health programs and public health sciences.
- Knowledge of community organizations and resources.
- Knowledge of the multi-disciplinary team in public health.
- Ability to plan and conduct educational training programs.
- Ability to communicate orally and in writing.

QUALIFICATIONS:

- a) A Bachelor of Science degree in dietetics and current registration or registry-eligible with the American Dietetics Association.
- b) Health clearance from a physician.
- c) Possession of or eligibility for a valid Wisconsin driver's license and access to reliable motor vehicle transportation.