

Whitley County Government

Position: Certifying Professional Authority

Department: Health --WIC

Status: Part-time, 1 day per week

FLSA Status: Non-exempt

Incumbent serves as Certifying Professional Authority for the Whitley County WIC Program for the Health Department, responsible for assisting in developing and teaching nutrition education to clients.

DUTIES:

- Completes MIS application, certification procedure, and documentation of height, weight, and hemoglobin.
- Evaluates client's nutritional status through dietary assessments and consults, making recommendations in relationship to needs, family income, and cultural food patterns.
- Creates and tailors food prescriptions appropriate to client's needs.
- Documents assessments, evaluations, counseling, and referrals.
- Provides educational programs for clients through classes or demonstrations and maintains related files and records.
- Makes hospital and/or home visits, as needed.
- Supervises assigned staff, including orienting new subordinates and planning, delegating, and controlling work assignments, in the absence of WIC Director.
- Makes referrals, as necessary.
- Performs related duties as assigned.

I. JOB REQUIREMENTS:

- Baccalaureate Degree in nutrition, dietetics, nursing, or home economics.
- Must be at least 21 years of age.
- Ability to obtain and maintain status of Registered Dietician (RD) or nursing license.
- Thorough knowledge of state and federal WIC program requirements and standard nutritional guidelines and ability to conduct nutritional assessments and provide appropriate education and counseling.
- Working knowledge of health and social services available to county residents, and ability to make appropriate referrals.
- Ability to properly operate standard office equipment such as computer, printer and calculator.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, BABE organization, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Ability to provide public access to, or maintain confidentiality of, department information and records according to State requirements.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to testify in legal proceedings/court, as required.

Please send resume/application to the address or e-mail listed below. Accepting resumes/applications through Saturday, November 30, 2019.

Human Resources -- wchr@whitleygov.com

220 W Van Buren Street
Columbia City, IN 46725

****WHITLEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER****