



Health Professional

Registered Dietitian/ Dietetic Technician Registered

Knox Public Health is seeking a dedicated and experienced health professional in our Women, Infants, and Children (WIC) division. The WIC Professional will be responsible to ensure the delivery of high-quality, culturally competent nutrition education, counseling, and support services to program participants, including pregnant and postpartum women, infants, and young children. This position offers an exciting opportunity to make a significant impact on the health and well-being of women, infants, and children in our community by ensuring access to essential nutrition services and support.

Under the direction of the WIC Director the responsibilities of this position will include but not be limited to:

ESSENTIAL FUNCTIONS:

- Performs duties according to State WIC Program policy and procedure
- Identifies WIC program participant's nutritional needs by interpreting growth charts & health histories
- Provides nutrition education according to assessed needs
- Prepares, distributes and explains how to use the WIC Nutrition Card
- Schedules follow-up appointments for WIC clients
- Recommends appropriate food packages
- Promotes breastfeeding as the number one infant feeding choice according to the Ohio Department of Health (ODH) Statement on Infant Feeding Policy
- Maintains proper documentation of contacts with WIC participants
- Maintains nutrition education material on file
- When appropriate, performs clerical duties for WIC participants to include, but not limited to:
 - Completing intake
 - Obtaining participant anthropometrics (height, weight, hemoglobin, etc.)
 - Prepare appointment notices
 - Scheduling follow-up visits
- Familiarizes self with community resources and services; refers clients to such resources or services and documents such referrals
- Participates in outreach activities to promote community awareness of WIC services
- Completes continuing education sessions, as required
- Attends staff meetings and training sessions as required
- Maintains proper licensure and/or certificates
- Participates in agency committees, as needed or requested
- Performs other related duties as assigned or requested

Requirements for this Health Professional position are Associate degree in Dietetics, Bachelor's degree in Nutrition/Dietetics, preferred. Degree in food or nutrition, a minimum of three (3) years' experience in a nutrition-education setting and advanced nutrition/dietetics knowledge is preferred. Knowledge of breastfeeding or CLC credential, helpful. Proficient communication, computer and customer service skills, required.

This position is part-time (up to 40 hours per week – can discuss hours in interview) with normal hours 8:00 a.m. – 4:30 p.m. (Hours may vary) and include occasional evenings and weekends. Benefits may include (based on total number of hours worked per week) paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available, for employees working 30 hours/week. If you enjoy working in a fast-paced environment while keeping the standards of output efficient and on task, submit your **resume and application** to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com. Application can be found at www.knoxhealth.com.

Knox Public Health is an Equal Opportunity Employer Provider.

Knox Public Health regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:

**Human Resources
Knox Public Health
11660 Upper Gilchrist Road
Mount Vernon, OH 43050**

Resumes can also be sent via email to: resume@knoxhealth.com

