

**Caswell County Health Department
Invites applications for the position of:**

Nutritionist

SALARY: \$37,428 with 4% increase after 9-month probationary period

OPENING DATE: 12/08/2021

CLOSING DATE: Open until filled

DESCRIPTION:

The Caswell County Health Department has an opening for a Nutritionist. The employee in this position serves as the as the WIC Director providing general administrative oversight and supervision for the WIC program. This position also provides client services, nutrition education, and breastfeeding counseling to WIC. In addition, this position may provided medical nutrition therapy to health department clients.

Work is performed under the general supervision of the Health Director. This employee performs within the scope of practice for a Nutritionist.

Participation in a drug screen and background check are required.

Caswell County is an equal employment opportunity employer.

EXAMPLES OF DUTIES:

The following are examples of typical work activities and responsibilities. The incumbent may be responsible for performing other related duties and responsibilities as required or assigned. A position may not include all the work examples given, nor does the list include all that may be assigned.

- Determine the nutritional status and needs of women and their children and develop nutritional care plans to help improve their health
- Monitor receipt and issuance of nutritional products with perpetual and physical inventory system
- Counsel pregnant and postpartum women and women with children on the nutrition practice they should follow
- Evaluate clients' progress by comparing initial status with status after nutritional assistance was initiated, using the medical record and knowledge of nutrition
- Contact physicians and health agencies for client information needed to determine program eligibility
- Perform nutritional assessment to evaluate client's anthropometric, biochemical, clinical, dietary and socio-economic history
- Develop a nutritional care plan and document in the medical record, including a food prescription based on the individual's nutritional and developmental needs and preference
- Provide prenatal nutrition intervention for clinic and private clients
- Distribute and accept voter registration application forms and assist in the completion of forms as needed
- Develop individual nutritional assessment and counseling at appropriate levels
- Evaluate medical and dietary information to determine if Maternal Health clients are considered to be at nutritional risk according to the criteria established by the WIC Program
- Provide intense nutritional counseling and follow-up for high risk Maternal Health clients
- Prescribe a food package for each Maternal Health client to meet the nutritional needs of the WIC participant
- Document nutritional assessment plan for care and nutrition education provided by using the WIC Flow Sheet
- Responsible for community outreach and media coverage for nutrition services
- To educate the community in behavior change and preventive health care practices
- Maintain public relations and correspondence with community organizations such as Social Services, Cooperative Extension Services, and various other community and civic organizations in order to promote and integrate WIC services.

- Serve as support for and assist in coordination of Breastfeeding activities
- Provide breastfeeding education and support to clinic and private clients
- Maintain the system for issuing breastfeeding supplies and equipment and inventory of supplies
- Attend state and regional meetings, staff conferences, and other health department committee meetings as appropriate
- Develop program goals and objectives
- Develop nutrition program goals and objectives
- Incorporate nutrition components in other health department programs; evaluate effectiveness of nutrition components
- Develop nutrition policies and procedures relating to administrative and clinic issues; and assure compliance with federal, state, and local standards
- Maintain active participation in the WIC Program, which is at least 97% of base caseload, as determined by the state
- Recommend budgetary needs for personnel, equipment, and supplies within WIC program and nutrition-related materials in all programs
- Develop systematic operational procedures based on applicable state and federal policies
- Assess the training needs of the staff on topics related to nutrition
- Provide on-the-job training and in-services for health department staff regarding nutrition and WIC Program
- Participate in orientation for new staff of the health department
- Complete time sheets and other forms as appropriate
- Provide supervisory duties for other WIC staff
- Complete the annual Contract Addenda in a timely manner
- Provide dietary evaluation and counseling for Medicaid clients when there is a chronic, episodic, or acute condition for which nutrition therapy is a critical component of medical management
- Develop nutrition care plan for clients based on their nutritional needs, health status, socioeconomic and cultural background

TYPICAL QUALIFICATIONS:

FULL PERFORMANCE OF KNOWLEDGE, SKILLS, ABILITIES

- Thorough knowledge in the administrative and organizational aspects of the WIC programs
 - Thorough knowledge of principles of normal and clinical nutrition and drug and nutrient interaction at all stages of life
 - Comprehensive knowledge of state, federal, and local guidelines and resources pertaining to the WIC Programs, and the current socioeconomic problems that impact the agency and its clients
 - Comprehensive knowledge of public health administration at the local level
 - Considerable knowledge of educational methods and training techniques
 - Considerable knowledge of nutrition as it impacts disease patho-physiology
 - Staff management skills
 - Effective written and verbal communication skills
 - Organizational skills
 - Effective interpersonal and conflict resolution skills
 - Ability to supervise and challenge employees to grow professionally
 - Ability to coordinate and train staff
 - Ability to exercise good judgment in apprising situations and making decisions
 - Ability to plan and execute work effectively and to deal tactfully with the public and with other health professionals
- 1.

MIMIMUM QUALIFICATIONS:

- A. Training and Experience Requirements
1. Required Minimum Training:
 - a. Graduation from a four year college or university
 - 1) Bachelor's Degree in foods & nutrition, public health education, or dietetics
 - 2) One year nutrition experience
 - b. Or, completion of ADA approved dietetic internship with ADA Commission on

- Dietetic Registration eligibility preferred
 - Or, Master's Degree
 - 1) In nutrition or public health nutrition
 - 2) With ADA Commission on Dietetic Registration eligibility preferred
 - 2. Equivalent Training And Experience:
 - a. Equivalent combination of education and experience
 - b. There is no equivalent for dietetic training
- B. License Or Certification Required By Statute Or Regulation:
 - 1. Registered Dietitian
 - 2. Valid Driver's License

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a valid Driver's License for the type of vehicle or equipment operated.

All offers of employment are conditional upon successful clearance of a background check and pre-employment drug testing. Employment cannot commence until the employee has been cleared.

May be required to possess additional certification(s) as deemed necessary by the Nursing Supervisor I.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS AND POSSIBLE HAZARD

Must be able to physically perform the basic life operational support functions of standing, walking, stooping, crawling, fingering/typing, talking, sitting, bending, kneeling, climbing, grasping, hearing, handling, pushing, pulling, lifting, carrying, reaching and repetitive motions of the hands/wrists/feet.

Must be able to perform sedentary work, exerting up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform extensive reading, and operate a computer terminal.

Must be able to be exposed to chemicals, contagious and/or infectious diseases, and blood borne pathogens.

May be subject to possible hazards that include emotional stress due to the nature of interactions with clients or service providers, irate clients and/or family members who may be hostile, resistant or violent.

APPLICATIONS MAY BE FILED AT:

bhodes@caswellnc.us
 189 County Park Road – PO Box 1238
 Yanceyville, NC 27379
 336-694-4129

Position #: Nut1
 Nutritionist