

**GRADE: 13**  
**DIVISION: ADOLESCENT AND CHILD HEALTH – WIC Program**

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***POSITION SUMMARY:***

Primarily responsible for providing nutrition assessment and education for clients through classes and individual counseling. Provides breastfeeding support and promotion. Monitors the day-to-day operations of assigned WIC sites to ensure compliance with policies and procedures.

***PRINCIPAL DUTIES AND RESPONSIBILITIES:***

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

***ESSENTIAL JOB FUNCTIONS (100% of Time):***

1. Determines the nutrition status of clients; evaluates dietary practices; and plans individual nutrition guidance and care for normal nutrition and diet problems.
2. Counsels clients to motivate and encourage change to improve quality of life through modifications in diet, activity, and other lifestyle habits.
3. Refers clients to additional agencies or programs that may be of benefit to that person or family.
4. Provides nutrition education to individuals, families and groups by conducting classes and providing individual consultation.
5. Performs Hemoglobin checks and handles blood samples of WIC clients.
6. Collects anthropometric data on all WIC clients by obtaining weight and height measurements.
7. During one-on-one dietitian appointments, the dietitian is responsible for completing the Midpoint Wellness Check when indicated.
5. Certifies clients for the WIC Program on a relief basis.
6. Provides support to nutrition assistants in the WIC Program.
7. Provides Little by Little (LBL) literacy promotion services to WIC clients.
8. Enters LBL data into database.
9. Distributes LBL materials to WIC clients.
10. Attends all required LBL trainings and activities.
11. Communicates regularly with LBL lead to ensure clinic inventory needs are sufficient.
12. Provides on-the-job instruction to nutrition assistants in the WIC Program to ensure certification and other necessary services within the policies and procedures of the Health Department.
13. Provides in-service education and training for potential WIC clientele as requested or needed.
14. Provides breastfeeding promotion, support and counseling. This includes the issuance of breast pumps and promotion of breastfeeding to WIC clients, among other activities.
15. Assists with WIC staff training.
16. Mentors dietetic intern students assigned to WIC for their community rotations.
17. Monitors and maintains inventory of pump supplies at assigned clinics. .
18. Monitors the day-to-day operation of assigned WIC clinic.
19. . Inputs all PHOCIS records for Individual counseling and formula request by close of business.
20. Evaluates each formula request received by WIC clinic staff within 24 hours of receipt. Inputs a PHOCIS encounter immediately following evaluation with notes detailing the approval or recommendation.
20. Completes required training in support of duties and responsibilities of this position.

21. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

**QUALIFICATIONS/SPECIFICATIONS:**

**Education:** Baccalaureate degree with major in dietetics, food or nutrition required.

**Experience:** Successful completion of Registered Dietetic exam and approved internship.

**Knowledge and Skills:**

- Good written and oral communication skills.
- Skill in preparation and presentation of materials in formal classes.
- Good interpersonal skills to deal effectively with clients and staff.

**Licenses:**

- Oklahoma State Board of Medical Licensure and Supervision required.
- Registered as dietitian with the Commission of Dietetic Registration and Licensing with the Board of Medical Examiners.
- Valid Oklahoma driver license.

**INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Internal contact with nursing staff and social workers to provide nutritional counseling for clients.
- External contract with Oklahoma State Department of Health WIC Program, community agencies and groups to coordinate WIC services and to promote good nutrition practices in Oklahoma.

**PHYSICAL EFFORT:**

Regular physical effort is required to lift and restrain children during clinics.

**SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:**

**Direct Supervision** – None.

**Indirect Supervision** – Provides technical direction to nutrition assistants.

**Budget/Money/Material** – Responsible for assigned equipment.

**Reports to** – Manager, WIC and WIC RD Supervisor

**WORKING CONDITIONS:**

Potential exposure to communicable diseases; to blood and other body fluids; a noisy and crowded work environment; and interaction with sometimes abusive clients may lead to stressful situations.

**SPECIAL REQUIREMENTS:**

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

**FLSA Status:** Exempt