

# ERIE COUNTY HEALTH DEPARTMENT JOB POSTING #2018-28

*The Erie County Health Department is an Equal Opportunity Employer*

**POSITION:** Certifying Health Professional

**DIVISION:** Community Health - WIC

**SALARY:** Commensurate with experience

**WORKING HOURS:** Full Time 8:00 a.m. – 5:00 p.m. – Monday through Fridays, occasional weekend or evening hours – Hours may be altered to accommodate Agency need.

**POSTING DATE:** July 24, 2018

**CLOSING DATE:** December 28, 2018 or until filled

**CONTACT PERSON:** Kathy Bango, Human Resources Office

## **ESSENTIAL ELEMENTS:**

- Responsible for performing nutrition requirements for WIC certifications.
- Prescribing food packages for WIC participants.
- Provides individual and group nutrition education according to participants' nutritional and/or medical need.
- Qualifies applicants according to medical or nutritional needs and provides appropriate counseling.
- Prescribes food package based on participant's nutritional needs and goals.
- Performs blood work to measure hematocrit and/or lead according to State WIC policy and procedures.
- Uses "SOAP" documentation to maintain charts on WIC participants.
- Provides nutrition counseling and dietary instructions for WIC participants identified as high risk and as referred from Prenatal or other clinics.
- Refers clients to other health and/or social agencies and to other Erie County Health Department/Erie County Community Health Center services (primary care/women's health, immunizations, oral health).
- Plans and evaluates nutrition education plans as directed by the State WIC office.
- Promotes breastfeeding as the preferred method of infant feeding and works closely with the breastfeeding coordinator.
- Follows all HIPAA provisions concerning confidential information.
- Participates in the Incident Command Structure according to the NIM system.
- Responds to incident management/emergency issues.
- Completes other special projects or duties as assigned.
- Responds to organizational goals, strategic priorities, and management by objectives (MBOs).

## **NON-ESSENTIAL ELEMENTS:**

- Assists with training and orientation of new employees.
- Attends meetings as required.
- Communicates according to situational or organizational structure.
- Notifies supervisor of any treatment which may affect decision making.

## **MAJOR CHARACTERISTICS OF JOB PERFORMANCE:**

- Ability to learn, follow directions, and communicate.
- Knowledge of nutrition in relation to health and disease.
- Knowledge of office practices and procedures, rules and regulations.
- Knowledge of nutrition guidelines appropriate for age (infant, toddler, preschool, prenatal, post-partum, and breastfeeding).
- Knowledge of counseling techniques.
- Works well with others and cooperates with coworkers.

**MAJOR CHARACTERISTICS OF JOB PERFORMANCE – cont'd**

- Develops rapport with participants and medical community.
- Performs fingerstick and interprets results.
- Communicates clearly and accurately in writing both subjectively and objectively.
- Defines problems, collects data, draws valid conclusions, and makes recommendations.

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

Registered Dietitian (RD)/Licensed Dietitian (LD) licensed in the State of Ohio. Proficient in electronic records and new technology as applied to position. Must maintain a valid Ohio driver's license and current automobile liability insurance throughout employment.

Qualified applicants may apply to the Human Resources Department, Erie County Health Department, 420 Superior Street, Sandusky, Ohio, (419-626-5623, Ext. 194) OR visit our website at [www.eriecohealthohio.org](http://www.eriecohealthohio.org) where current job postings can be viewed and an application is available to download. A completed Erie County Health Department employment application must be stamped in the Human Resources Department prior to 5:00 p.m. on December 28, 2018 or until filled. EOE/AA/ADA

Physical Requirements include at least:

<b>Total Hours:</b>	<b>One Time:</b>	<b>Eight-Hour Day:</b>
Sit	3.0 Hours	2.0 Hours
Stand	1.0 Hours	5.0 Hours
Walk	0.5 Hour	1.0 Hour
<b>Amount:</b>		
Less than 5 lbs.	<b>Lift:</b> Constant	<b>Carry:</b> Constant
6 – 10 lbs.	Constant	Constant
11-20 lbs.	Frequent	Frequent
21-25 lbs.	Frequent	Frequent
26-50 lbs	Frequent	Frequent
More than 50 lbs.	Frequent	Frequent
<b>Bend:</b> Frequent	<b>Squatting:</b> Frequent	
<b>Crawling:</b> Occasional	<b>Climbing:</b> Frequent	
<b>Reaching:</b> Frequent	<b>Move fingers/limbs easily:</b> Frequent	
<b>Work Conditions</b>		
Unprotected heights		No
Being around moving machinery		Yes
Exposure to marked changes in temperature and humidity		Yes
Driving automotive equipment		Yes
Exposure to dust, fumes and gases		Yes
<b>Use Hands in Repetitive Action Such As:</b>		
Simple Grasp:	Right: Yes	Left: Yes
Push/Pull Arm Controls:	Right: Yes	Left: Yes
Fine Manipulation:	Right: Yes	Left: Yes
<b>Use Feet in Repetitive Movement of Leg Controls:</b>		
Right: Yes	Left: Yes	Both: Yes

Approved for Content & Posting: \_\_\_\_\_

*Patricia Schum*

Date \_\_\_\_\_

*02/24/18*