

Erie County Health Department
Erie County Community Health Center
Job Posting #2021-09
Equal Opportunity Employer

Position: Certifying Health Professional (Range: \$20.50 - \$28.50)

Title of Immediate Supervisor: WIC Program Director

Start Date: Immediate Opening

Working Hours: Full-Time - 8:00 a.m. – 5:00 p.m. – Monday – Friday
Evenings, weekends, & holidays may be required based on Agency & emergent needs.

Posting Opens: Monday, January 4, 2021

Posting Closes: Wednesday, June 30, 2021 at 5:00 p.m. or until filled

Qualifications

Registered Dietitian (RD), Licensed Dietitian (LD); must have completed American Dietetic Association approved baccalaureate program and supervised practicum, and passed qualifying exam. Dietitian, limited permit same as above except person has applied to take qualifying exam or is waiting for exam results; or Dietitian, renewed limited permit; or Registered Nurse (RN), must be licensed; or Dietetic Technician (DT) must have completed approved two-year associate degree dietetic technician program; or Baccalaureate graduate of American Dietetic Association approved curriculum has not completed required supervised practicum (e.g. dietetic internship and therefore is not eligible to take qualifying exam for dietetic licensure. 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.

Major Responsibilities

- Knowledge and understanding of Patient Centered Medical Homes (PCMH) and Public Health Accreditation Board (PHAB) accreditation processes.
- Knowledge of Agency policies.
- Understands the overall operations of the health department and the Ten Essential Public Health Services.
- 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.
- 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.

Essential Functions

- 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 in 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 services.
- 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).
- 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.

Special Requirements

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Must be able to be fitted and wear NIOSH 95 mask. (Requires the elimination of facial hair/beard.)
- Exert up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
- Ability to hear and respond to internal or external emergency or evacuation alarms.
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Ohio law.

Working Conditions

- General office setting in health department facilities, as well as occasionally in community sites including clients' homes and workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from off-site locations may subject employee to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging atypical or hostile behaviors and/or communication.
- May include alternate sites, temporary locations and/or multiple locations depending on the public health emergency.

Equipment Used

Including, but not limited to computer, fax, copier, scanner, calculator, multi-line telephone, cell phone, camera, video recorder, public health and medical equipment and supplies related to duties, and personal vehicle.

Bloodborne Pathogen Risk Code: None Low Medium High

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principal duties and responsibilities enumerated are all essential job functions except for those that begin with word "may".

Qualified Applicants

Qualified applicants may apply to the Human Resources Office at the Erie County Health Department/Erie County Community Health Center located at 420 Superior Street; Sandusky, Ohio 44870 or visit www.ecghd.org where current job postings can be viewed and an application is available to download. A completed application must be date/time stamped in the Human Resources Office prior to 5:00 p.m. on June 30, 2021 or until filled. EOE/AA/ADA

Approved for Content & Posting Peter J. Schade, MPH, RS Date 1/04/2021
Erie County Health Commissioner