



Public Health
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Canton City Public Health

Position Description

Canton City Public Health
FINAL

Position Title:	WIC Dietitian III	Position #:	876
Working Title:	WIC Clinic Supervisor	CS Status:	Classified
Division or Unit:	WIC	Reports to:	WIC Director
Employment Status:	Full-time	Pay Grade:	R6
FLSA Status:	Exempt		
Funding Source:	WIC Grant – Fund 2316		
This position description was last approved by the Board of Health on:		September 24, 2018	
Approved last by the Canton Civil Service Commission on:			

Position Summary: Under the general supervision of the WIC Director, a person in this classification will serve as a clinic supervisor and nutrition educator. The WIC Dietitian (RD) III oversees all WIC Assistant Staff and may provide guidance to other WIC Staff and dietitians to maintain optimal clinic flow. Manages daily WIC clinic activities, creates the annual master clinic schedule, and coordinates outreach activities & communications with various agencies/organizations. Serves as primary contact for all the WIC Clinics in Stark County. In the dual role as a staff Dietitian, the RD III provides nutrition education and breastfeeding promotion that is responsive to the identified needs/interests of each program participant while adhering to WIC Policies and Procedures (PPM). Duties consist of repetitive clinical work, overseeing & assisting with clinical functions to maintain optimal clinic flow, and making appropriate health and social service referrals. The employee receives periodic review and appraisal of performance plus functional and administrative supervision. She/he must exercise a good deal of independent judgement in performance of duties. Multi-tasking is necessary on a regular basis.

Essential Duties and Responsibilities:

55% Nutrition Education/Counseling & Direct Client Services: Provides nutrition education counseling along with breastfeeding promotion and support to individuals & groups; completes nutrition and anthropometric assessments; determines program eligibility and supplemental food & formula packages; develops behavioral objectives and nutrition care plans; initiates health and social service agency referrals; maintains confidentiality and adheres to policies & procedures; notifies supervisor immediately with any unusual incidents; adheres to mandated reporting laws per the Ohio Revised Code and State WIC PPM; cross-trained with WIC Assistant duties to assist with clinic flow when needed; assigns proper WIC risk codes and completes chart documentation accordingly; uses the WIC Certification System functions correctly; develops nutrition education materials.

35% WIC Clinic Supervisory Duties: Direct supervisor to all WIC Assistant Staff including the completion of regular performance reviews; she/he oversees daily WIC clinic activities such as: creating master clinic schedules based on staffing analysis & clinic/agency activities; facilitates scheduling for program transfers/requests for services; maintains program confidentiality and responds to record requests; serves as a reference for other dietitians; problem solves clinic situations as they arise; assigns health professionals to teach education sessions; facilitates the Stark County WIC Program Facebook page for the project; creates monthly schedules for assigned part-time staff; provides or facilitates staff trainings. Cross-training is required of this position if gaps in service need addressed due to decreased staffing, function in the capacity of full supervision in the absence of WIC Director.



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10% *Non-Clinic Duties:* Participates in WIC Program and Health Department outreach activities; involvement in Agency meetings and/or assigned committees; works in collaboration with groups and populations in the promotion of public health & improvement in community health status; participates in required public health team emergency preparedness training and exercises as assigned; maintains current dietetic and breastfeeding knowledge & skills for optimal service; stays current with state & local updates such as WIC Policies, State WIC All Policy Letter (APL) emails, Meeting Minutes, and other pertinent materials; maintains up-to-date computer skills. Other duties as determined by the WIC Director.

Other Duties and Responsibilities:

- Completion of WIC Assistant and/or Breastfeeding Support Staff duties as needed.
- Completion of anthropometric measurements, including blood screenings, while adhering to Blood Borne Pathogens policies related to specimen collection, storage, and handling.
- Work late clinic and complete outreach activities as assigned.
- May function as a preceptor/mentor for students/interns.
- Completion of WIC Program Nutrition Education Coordinator assignments.

Minimum Qualifications:

- Graduate of an accredited college or university with a Bachelor's Degree.
- Must be a Registered Dietitian (RDN or RD) and a Licensed Dietitian (LD) in the State of Ohio.

Preferred Qualifications:

- Previous work experience (WIC or healthcare service).
- Certified Lactation Counselor (CLC) or other certified breastfeeding training.
- Literacy, language, and communication skills appropriate to address the needs of a diverse population.
- Up-to-date computer system skills & social media knowledge.

Key Competencies:

The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1B1 – 1B15
- Policy Development and Program Planning Skills: 2B1 – 2B13
- Communication Skills: 3B1 – 3B8
- Cultural Competency Skills: 4B1 – 4B8
- Community Dimensions of Practice Skills: 5B1 – 5B11
- Public Health Sciences Skills: 6B1 – 6B10
- Financial Planning and Management Skills: 7B1 – 7B4; 7B12-7B16
- Leadership and Systems Thinking Skills: 8B1 – 8B10

Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:



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- Customer Focus: Tier 1 – Tier 2&3
- Accountability: Tier 1 – Tier 2&3
- Equity, Ethics and Fairness: Tier 1 – Tier 2&3
- Continuous Quality Improvement: Tier 1 – Tier 2&3
- Occupational Health and Safety: Tier 1 – Tier 2&3
- Emergency Preparedness: Tier 1 – Tier 2&3

The Professional Competencies from the Commission on Dietetic Registration apply to this position:

- The Essential Practice Competencies for the Credentialed Nutrition and Dietetic Practitioners

Work Environment:

- General office setting in a health department facility. Work performed in this position may be subject to challenging interactions with community members. WIC clinic is fast-paced and typically noisy due to high volume of clients. Some in-state travel required.
- Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it to achieve the above descriptions.

Approval:

This position description was approved by the Board of Health on:

March 28, 2022

Revision History:

Dates of prior approved versions:

September 24, 2018

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name