



**Williamson County and Cities Health District**  
WIC and Community Nutrition Division  
WIC Nutritionist (Dietetic & Nutrition Spec I) Job Description

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**Classification:** Dietetic and Nutritionist Specialist I

**Direct Supervisor:** Round Rock WIC Team Lead

**Competencies:** Tier 1

**Position Summary:** This position performs routine-level nutrition services work. Work involves determining applicant eligibility, certifying nutrition risk conditions, prescribing supplemental foods, providing nutrition education including high-risk counseling if appropriate, breastfeeding education and support, and making referrals for recipients of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**Essential Duties and Responsibilities:** Pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned. Job descriptions list the specific tasks to be accomplished by the position the employee is filling at WCCHD. The WCCHD Employee Responsibilities are a set of general expectations for employees about how they should work with each other and the public we serve. Each employee must sign and acknowledge that they have been informed, understand, and agree to abide by these expectations. Violation of these responsibilities may lead to implementation of WCCHD's disciplinary procedures.

**Analytical/Assessment**

- Determine program eligibility for program applicants in compliance with state, local, and federal guidelines and policies.
- Read immunization records and refer participants to WCCHD immunization clinic or client's health care provider (HCP) as needed.

**Policy Development/Program Planning**

- Assist in planning and conducting of monthly Nutrition Fairs and provides nutrition information and technical support to staff as needed and according to approved NE Plan.
- Develop high-risk counseling guidelines as needed and in conjunction with WIC Director if RD or assists with development of nutrition education lessons and materials.
- Assure that appropriate forms, materials, and supplies are available at site in adequate supplies to conduct WIC clinic activities.
- Helps plan, implement, monitor, and evaluate program services in collaboration with Team Lead and other WIC Program staff.
- Complete all required trainings and maintain documentation, to include uploading certificates of completion, up to date in TX TRAIN.
- Participate in QI activities to support a culture of Quality Improvement within the program and division.

**Communication and Cultural Competency**

- Maintain current knowledge of WCCHD and community resources and make appropriate client referrals. Facilitate reciprocal referrals.
- Work as part of a team with other WIC and WCCHD staff in response to client needs and as an advocate for clients/patients within the public health care system.
- Provide concise, relevant, and sound individual nutrition counseling.

- Complete certification requirements in TXIN/WIC Mosaic, including formula prescription approval, benefits issuance, scheduling appropriate future appointments, and maintaining inventories as needed.
- Conduct group nutrition education classes using approved lesson plans as outlined in the current Nutrition Education Plan.
- Conduct high-risk counseling as needed, if RD, or assist RD with high-risk counseling when appropriate.
- Provide direct client nutrition services to other Health District clients and/or consultation to nursing staff.
- Promote breastfeeding to all pregnant WIC participants; maintain knowledge of guidelines set forth in current Breastfeeding Plan.
- Maintain knowledge of WIC breastfeeding peer counselor program and breastfeeding resources; make appropriate referrals and issue breast pumps according to WIC policy and guidelines.
- Assist in community outreach activities.

### **Leadership and Systems Thinking**

- Act as a Certifying Authority by certifying nutrition risk conditions and prescribing supplemental foods primarily at headquarter site but works at other sites when staffing dictates or as requested by the WIC Director.
- Maintain a basic working knowledge of all aspects of WIC Customer Service Representative (CSR) job description (i.e., complete eligibility requirements in TXIN, check WIC EBT card inventory, create and receive EBT card orders, weigh/measure participants, perform finger sticks for hemoglobin checks etc.) in the absence of or to assist CSR when needed.
- Maintain thorough working knowledge of TXIN system (aka WIC Mosaic and MIS)

### **Other**

- May participate on a WCCHD committee or task force.
- In the event of a public health emergency, employees may be called upon to support WCCHD's response in ways that are outside the usual scope of their job responsibilities. This may involve working hours that are outside the employee's usual work hours. Employees will not be required to perform duties that are outside of their competence or professional licensure.

### **Education, Licensure, Certifications, Experience**

- Bachelor's Degree with major course work in dietetics, food and nutrition, food systems management, food science, or a related field is required.
- Registration as a Dietitian by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, is preferred.
- Licensure as a Dietitian by the Texas State Board of Examiners of Dietitians is preferred
- Previous experience as a WIC Certifying Authority (CA) is preferred.
- Bilingual English/Spanish is preferred.
- CPR certified or willingness to obtain.
- Valid Texas driver's license and access to reliable transportation to all assigned work locations.

**Knowledge, Skills and Abilities:** Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed without posing a direct threat to health or safety of themselves or others.

- Knowledge of public health essential services
- Knowledge of state, local, and federal WIC policies

- Knowledge of current nutrition recommendations for women, infants, and children
- Ability to work in a collaborative manner; skill in establishing and maintaining good working relationships
- Ability to establish goals and objectives, policies and procedures
- Ability to prioritize activities and manage multiple responsibilities
- Ability to provide technical assistance to others
- Able to communicate with Spanish-speaking clientele with minimal use of an interpreter or exhibit consistent progression towards this goal
- Ability to apply rapport building, critical thinking, and goal-setting skills with clients to achieve positive health outcomes
- Ability to weigh, measure, and obtain finger stick blood samples from women and children
- Ability to interpret identification, income, and residency information
- Ability to interpret immunization records
- Ability to maintain organized and orderly work areas
- Skill in using a computer, including but not limited to Microsoft Office Professional
- Skill in using TXIN/WIC Mosaic/MIS or exhibit consistent progression towards this goal
- Maintain current driver's license, auto liability insurance, reliable transportation

**Environmental Factors:** Works mostly in a well-lighted, air-conditioned office. May work in various WCCHD offices around the county and in a variety of community locations. Occasional work activities may be outdoors and, therefore, employee will be exposed to heat and cold. May have extensive contact with the public. May have contact with persons who may be infected with contagious diseases. Certain immunizations and/or TB testing may be required. Tobacco/vapor-free workplace.

**Direct Supervisor of:** 0

**Location and Hours:** 211 Commerce Blvd, Round Rock, TX 78664, generally 8:00 a.m. – 5:00 p.m. Monday, Tuesday, and Wednesday; 8:00 a.m. – 7:00 p.m. Thursday; 8:00 a.m. – 3:00 p.m. Friday. This position may be subject to travel. Work may require occasional early morning, evening, weekend, and/or holiday hours. Extended hours may be required in the event of a public health emergency.

**Job Performance Evaluation:** The employee will be evaluated at least annually, but more often if warranted.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.