

NOTICE

There is a job vacancy with the **BAY COUNTY HEALTH DEPARTMENT– WIC PROGRAM.**

JOB TITLE: **REGISTERED DIETITIAN**

RATE OF PAY: **\$1,570.40/biweekly entry, progressing to
\$1,804.00/biweekly after 3 years (PB06)**

Full-time position with benefits as provided for within the Agreement between the County and the Bay County Association of Managers, Professionals and Supervisors, although union membership is voluntary.

GENERAL SUMMARY:

As part of a multi-disciplinary team, the individual in this position plans, directs and conducts programs of services and activities in nutrition education. This individual provides expert nutrition counseling services to the Women’s Infant & Children’s (WIC) Program participants and functions as a Registered Dietitian and CPA (Competent Professional Authority) for clinical operations. Works under the direction of the WIC Manager and Public Health Officer.

TYPICAL DUTIES:

1. Conducts individual and group nutrition education sessions based on client’s needs.
2. Plans, develops and evaluates the nutrition counseling to those identified as high-risk participants.
3. Develops and implements nutrition care plan goals and follow up.
4. Enters required participant data in MI-WIC online database.
5. Determines and authorizes requests for Class III formula.
6. Assigns and tailors food packages for program participants.
7. Determines WIC applicant’s medical/nutritional eligibility by assessing anthropometric and hematological data and assessing health and dietary history for the purpose of determining the existence of nutritionally related health risks and the need for nutritional, health, social or psychological referrals.
8. Promotes breastfeeding, teaches breastfeeding classes and participates in agency breastfeeding promotional activities.
9. Provides support and counseling to breastfeeding mothers.
10. Assists WIC Coordinator with daily clinic operations, staff supervision and training, MI-WIC reports/audits and the Project Fresh program.
11. Selects, plans, prepares and evaluates teaching aids and materials.
12. Knowledge of Health Department programs and makes referrals for services, as appropriate.
13. Maintains a working knowledge of community resources and contacts for referral of WIC participants.
14. Acts as a liaison between clients and health care providers.
15. Participates in WIC community education and promotional activities.
16. Attends training sessions and meetings as requested.
17. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
18. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS REQUIRED (WITH OR WITHOUT REASONABLE ACCOMODATIONS):

<p>Required:</p> <ul style="list-style-type: none"> • A Registered Dietitian (R.D.) who is accredited by the Commission on Dietetic Registration, the American Dietetic Association or a dietitian who has completed all of the requirements for dietetic registration. • Excellent work, attendance and discipline record. • Work independently and cooperatively with staff and clients. • Interact and communicate clearly and effectively in a professional manner both orally and in writing. • Excellent references and background check.
<p>Preferred:</p> <ul style="list-style-type: none"> • Two years of counseling experience. • Experience with Michigan Department of Health and Human Services (MDHHS) electronic reporting program: MILogin. • Proficiency in Word, Excel, Publisher, PowerPoint and data entry.

Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position involves sitting most of the time and/or walking or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 10 pounds of force up to one third of the time.

APPLICATION PROCEDURE: Make application at www.baycounty-mi.gov or to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708 no later than **4:00 p.m. Tuesday, July 26, 2016.**

Bay County is An Equal Opportunity Employer

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”