



WEST VIRGINIA
 Division of Personnel
 1900 Kanawha Blvd. East, Building 3 Suite 500
 Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:
 Nutritionist 1**

An Equal Opportunity Employer

SALARY:	\$2,595.50 - \$4,801.67 Monthly \$31,146.00 - \$57,620.00 Annually
DEPARTMENT:	HD31-Monongalia County Health Department
OPENING DATE:	12/15/21
CLOSING DATE:	12/24/21 11:59 PM
NATURE OF WORK:	

Under general supervision, provides nutrition services and education to individuals and groups through the Women, Infants, and Children (WIC) Program within the six-county region served by the Monongalia County Health Department's Nutrition Services Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Evaluates and certifies the eligibility of applicants for participation in the WIC Program.
- Using the Value Enhanced Nutrition Assessment (VENA) method, the nutritionist will:
 1. Evaluate and analyze participant anthropometrics.
 2. Assess participant nutritional status.
 3. Assign appropriate risk code(s).
 4. Provide individualized dietary counseling both virtually and/or face-to-face.
- Documents the individualized nutrition care plan for each participant in the Crossroads computer system.
- Administers a WIC food package tailored to the participant's needs, and documents any changes to the WIC food package including reason for change.
- Assures WIC food package is properly loaded onto the participant's eWIC card, and instructs participant on use of eWIC card and shopping guide.
- Schedules participant's return appointment.
- Monitors online participant nutrition education by running the WIC SMART report daily. For participants who have completed online education, the nutritionist will:
 1. Administer appropriate WIC food package benefits.
 2. Notify participant of food benefit administration to their eWIC card.
 3. Schedule participant's return appointment.
- Approves special formula and/or medical food requests as documented by the participant's healthcare provider on the WV WIC-53 form. Documents the change to the participant's nutrition care plan, and administers the requested formula and/or medical food.
- Refers participants to appropriate health and social agencies for additional assistance with emphasis on WV Right from the Start, WV Birth to Three, and the WV Head Start Association. Documents the referral into the Crossroads computer system.
- May assist Nutritionist Team Lead with generating and analyzing reports using the Crossroads computer system as defined by local agency policy.

Breastfeeding Promotion:

- Provides nutrition support for the WIC Breastfeeding Promotion Program through individual and group nutrition counseling.

Outreach:

- Supports the outreach efforts of the local agency.
- Establishes and maintains effective working relationships with community healthcare professionals and referral agencies.

Lab:

- Assists in obtaining the heights and weights of WIC clients.
- Performs finger sticks and analyzes blood samples for hemoglobin value using the Hemocue machine for WIC clients 1 year of age and older.
- Documents anthropometric measurements and hemoglobin values in the Crossroads computer system.
- Ensures that OSHA requirements and standards are followed .

Clerical:

- Assists clerical staff in answering the phone. Routes calls to the appropriate staff member.

General:

- Implements WIC policies and procedures as mandated by Federal and State regulations.
- Respects each client by keeping their information confidential.
- Assists in keeping the office neat and clean.
- Acts as preceptor to undergraduate students and post-graduate dietetic interns.
- Assists in the orientation of new staff.
- Uses and operates computer programs, i.e., Crossroads, Microsoft Word.
- Prepares and submits complete and accurate payroll and attendance documents to Supervisor by the assigned due date.
- Attends all local agency staff meetings and trainings as schedule allows.
- Obtains 12 hours of continuing education per year in accordance with state policy.
- Performs other related duties as assigned.

WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to sit; use hands to type, complete HemoCue fingerstick, and/or complete anthropometrics; reach with hands and arms; talk and hear. The employee is occasionally required to stand; walk; stoop and/or kneel. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment has occasional periods of moderate noise levels.

EXAMPLES OF WORK:

- Evaluates and certifies the eligibility of applicants for participation in the WIC Program.
- Assesses and documents nutritional risk and breastfeeding status of participants.
- Counsels participants on breastfeeding education and support.
- Provides therapeutic dietary counseling and nutritional assessments for participants.
- Conducts one-on-one counseling, presentations and provides consultations on nutrition and breastfeeding topics to groups and organizations.
- Recommends a WIC food package tailored to the participant's needs and physician's orders.
- Prepares and presents nutrition classes to WIC participants, as well as other interested groups.
- Refers WIC participants to appropriate health and social agencies for additional assistance.
- Distributes and may assist in the development of current nutrition promotional/educational materials.

- Attends in-service training, meetings, seminars and workshops pertaining to current practices in the field of nutrition, breastfeeding and general WIC operations.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of dietetics and nutrition, as related to public health and individual and family food needs.
- Knowledge of the organization of community health services, food services, food assistance and nutrition education and breastfeeding resources.
- Knowledge of developments in the field of public health as related to nutrition and breastfeeding.
- Skill in interviewing participants, assessing their nutritional status and counseling them concerning nutrition according to USDA Nutrition Services Standards (NSS) and Value Enhanced Nutrition Assessment (VENA).
- Skill in conducting group nutrition education sessions.
- Ability to establish and maintain effective working relationships with professional and lay groups concerning the development of nutrition programs.
- Ability to communicate effectively, both orally and in writing.
- Ability to create and develop educational and instructional materials effectively.
- Ability to assess and evaluate nutritional requirements according to standard protocols of care.
- Ability to document certification, nutrition education and breastfeeding details in electronic medical records.

MINIMUM QUALIFICATIONS:

Training: Bachelor's degree from a regionally accredited college or university in nutrition and foods, dietetics, or public health nutrition; or a Bachelor's degree in a related field with 12 semester hours of coursework in nutrition.

Special Requirement: A valid driver's license may be required.

OTHER INFORMATION:

PG: 14 \$31,146 - \$57,620

Market Rate: \$50,767

PG change per SPB 2840

If you are a former or current WV State Employee; forward your completed DOP application to:

Nancy L. Lilly

Monongalia County Health Department

453 Van Voorhis Rd.

Morgantown, WV 26505

Email: nancy.lilly@wv.gov

Fax: 304-598-5199

Phone: 304-598-5197

If you are not a former or current WV State Employee; please complete your application online so it can be evaluated by DOP and placed on a WV State Registry.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnel.wv.gov>

Position #2200003
NUTRITIONIST 1

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, WV 25305
(304) 558-3950

DOP.applicantservices@wv.gov
