



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 2**

An Equal Opportunity Employer

SALARY: \$2,726.83 - \$5,044.58 Monthly
 \$32,722.00 - \$60,535.00 Annually

DEPARTMENT: HD31-Monongalia County Health Department

OPENING DATE: 12/14/21

CLOSING DATE: 12/24/21 11:59 PM

NATURE OF WORK:

Under administrative direction, is responsible for the direct supervision of professional staff in the Nutrition Services Division of the Monongalia County Health Department. This includes delegated supervisory responsibility for planning, assigning, reviewing and approving the work of nutritionists/dietitians, and breastfeeding counselors.

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.
- Conducts one-on-one counseling, group presentations, and provides consultations on nutrition and breastfeeding topics to groups and organizations.
- Prepares and presents nutrition classes to WIC participants as well as other interested groups

- Serves as a resource on nutrition and dietetics to nurses, health educators and other health care providers in local health departments, local public and private health care facilities and the community.
- May act as a lead Nutritionist for an assigned local WIC clinic. Lead responsibilities include generating and analyzing reports in the Crossroads computer system to ensure proper documentation of WIC services and providing updates to the Nutrition Supervisor as necessary.

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 health-care professionals and referral agencies.

Lab:

- Assists in obtaining the heights and weights of WIC clients.
- Performs fingersticks 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 Food and Drug Administration (FDA), Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations are followed.
- 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, dietetic technicians and volunteers.
- 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:

Public contact and travel are required. 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.
- Provides therapeutic dietary counseling and nutritional assessments for participants, such as in maternal and pediatric clinics.
- Conducts one-on-one counseling, presentations and provides consultation on nutrition and breastfeeding topics to groups and organizations.

- Counsels participants on breastfeeding education and support.
- Develops menus for regular and therapeutic diets for patients or residents of a facility.
- Conducts staff in-service training.
- Acts as Nutrition Education Liaison responsible for developing, implementing and evaluating the Nutrition Education Program for a multi-county area.
- Acts as Breastfeeding Coordinator responsible for developing, implementing and evaluating a multi-county Breastfeeding Promotion Program.
- May act as a lead worker or a lead Nutrition Education Coordinator at a clinic site.
- May supervise a dietary unit at a state facility.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of dietetics, nutrition and breastfeeding as related to public health.
- Knowledge of the organization of public health services, food assistance and nutrition education, as well as breastfeeding resources.
- Knowledge of developments in the field of public health as related to nutrition and breastfeeding practices.
- Knowledge of how to interview medically high-risk clients, assessing their nutritional status and counseling them concerning nutrition and breastfeeding.
- Ability to manage and coordinate programs.
- Ability to conduct training in-services.
- Ability to establish and maintain effective working relationships.
- Ability to collect, analyze and evaluate data and technical information.
- Ability to communicate effectively, both orally and in writing.
- Ability to write goals and objectives in planning and developing broad range nutrition programs.

MINIMUM QUALIFICATIONS:

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

AND

Experience: One (1) year of full-time or equivalent part-time paid professional experience in nutrition while employed by a health or welfare agency, food clinic, hospital, child development center, school system, nutrition council; teacher of foods or nutrition in an accredited school or college; agent or food and nutrition specialist in the Agricultural Extension Program; or research work in foods or nutrition.

OR

Substitution: Graduation from a Coordinated Undergraduate Program in Dietetics, completion of an Approved Pre-Professional Practice Program (AP4) in Nutrition or dietetic internship approved by the Academy of Nutrition and Dietetics, or a graduate degree from a regionally accredited college or university in a related field may be substituted for the required one (1) year of experience.

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

OTHER INFORMATION:

PG: 15 \$32,722 - \$60,535
Market Rate: \$53,336

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.l.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 #MON2200004

NUTRITIONIST 2

NL

1900 Kanawha Blvd. East

Building 3 Suite 500

Charleston, WV 25305

(304) 558-3950

DOP.applicantservices@wv.gov
