



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board

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Notice of Job Vacancy

DATE: September 26, 2024

POSITION: *Nutritionist I/II CHP*

DEPARTMENT: Health Department

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: See attached job description

- DESIRED REQUIREMENTS:**
1. A Registered Dietitian with proof of current registration with the Commission on Dietetic Registration Desired: Preference maybe considered for candidates with at least two years' experience as a Competent Professional Authority (or as a Certifying Health Professional) in a WIC setting. Or
 2. A non-registered nutritionist/ dietitian who has a Baccalaureate or master's degree in nutrition sciences, dietetics, community nutrition or public health nutrition. Or
 3. A registration-eligible dietitian who has received written approval from the Commission on Dietetic Registration to take the registration examination but has not completed it. Or
 4. A graduate of a four-year Baccalaureate degree in Home Economics with at least 20 semester hour credits in food and nutrition, preferably including coursework in maternal and child nutrition, lactation, nutrition assessment, interviewing and counseling. A Home Economist may act as a Competent Professional Authority only under the supervision of a Registered Dietician, Nutritionist or Registered Nurse.
 5. A Nutritional track-WIC Competent Health Authority advances to CPA II upon completion of 2 years of full-time work in WIC.

STARTING SALARY: \$55,000 - \$60,000

APPLICATION PERIODS: September 26 – October 2, 2024 (Internal)
October 3, 2024 – until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

AA/EOE

Applications available at www.vercounty.org

Vermilion County Health Department

Job Description: Revised 3/19/2024

Nutritionist Track I/II – Competent Professional Authority – WIC

Supervisor: Program Coordinator – WIC

Distinguishing Features of Work:

With specific direction and routine supervision from the WIC Coordinator, performs professional health and nutrition screening assessments/procedures and evaluates findings to establish certification qualifications for client participation in the WIC Program in accordance with specific program policy and procedures set by the State of Illinois WIC Program. Refer clients to related Maternal Child Health Services when appropriate. This position is a professional job that requires the employee to exercise appropriate discretion and judgment in the performance of the assigned duties and responsibilities.

Basic Duties and Responsibilities:

- Obtains anthropometric measurements for WIC clients in accordance with WIC Program guidelines and in conformance with recognized nursing techniques/procedures and administrative policies of the local health department.
- Obtains and revises an accurate and thorough health history on all WIC clients at each certification visit.
- Evaluates dietary pattern and feeding practices utilizing the I-WIC Assessment system, or with other electronic systems utilized by WIC.
- Collects information and performs appropriate health/nutrition assessments in a non-judgmental manner.
- Documents plans for intervention and follow-up.
- Maintains client confidentiality at all times.
- Uses anthropometric data, health history and evaluation of dietary pattern to identify medical and nutritional risks and provides appropriate nutrition education/counseling and planning for next scheduled visits.
- Provides client specific nutrition counseling and assists client in setting goals for improvement in nutrition status.
- Promotes and supports breastfeeding as the normal and expected method of infant feeding and supports the WIC philosophy for achieving breastfeeding success.
- Conducts nutrition education sessions for clients in group setting and conducts health education projects such as health fairs pertaining to program area.
- Refers clients as appropriate for other Maternal Child Health services.
- Maintains and updates clinical records of program clients as outlined by WIC program guidelines, including the loading of EBT cards.
- Participates in the evaluation and reporting activities regarding the nutrition education plan at necessary intervals.
- Attends and participates in continuing education programs to update clinical knowledge and skills.
- Provides experiences in the clinic setting for health care students as assigned.

- Maintains contact with supervisor.
- Performs other duties as assigned.

Incumbent may be required to work before, during and/or beyond normal work hours or days in the event of an emergency. Emergency duty required of the Incumbent includes working in special needs or Red Cross shelters, or performing other emergency duties including, but not limited to, response to or threats involving any disaster or threat of disaster, man-made or natural. All employees are to complete mandatory training and health screenings within the required timeframe, as deemed necessary by the Department

Required Education and Experience

- A Registered Dietitian with proof of current registration with the Commission on Dietetic Registration; or
- A non-registered nutritionist / dietitian who has a Baccalaureate or master's degree in nutrition sciences, dietetics, community nutrition or public health nutrition; or
- A registration-eligible dietitian who has received written approval from the Commission on Dietetic Registration to take the registration examination but has not completed it; or
- A graduate of a four-year Baccalaureate degree in Home Economics with at least 20 semester hour credits in food and nutrition, preferably including coursework in maternal and child nutrition, lactation, nutrition assessment, interviewing and counseling. A Home Economist may act as a Competent Professional Authority only under the supervision of a Registered Dietician, Nutritionist or Registered Nurse.
- A Nutritional track – WIC Competent Health Authority advances to CPA II upon completion of 2 years of full-time work in WIC.

Required Skills, Knowledge and Abilities

- Requires knowledge of organization, content and goals of the public health program.
- Requires knowledge of social, cultural and economic problems of individuals and families as they apply to public health nutrition.
- Requires knowledge of applicable laws, ordinances, rules and regulations pertaining to WIC program areas.
- Requires extensive knowledge of community health and the health care delivery systems.
- Requires extensive knowledge about the health and developmental needs of infants and children.
- Requires the ability to respect and readily adapt to a variety of client and family situations.
- Requires the skills and ability to effectively communicate and establish effective working relationships with co-workers, associated professionals, client families and the general public.

- Requires basic knowledge and ability in the operation and utilization of microcomputer hardware and software for word processing and database management.
- Requires the ability to work productively within an independent work setting.
- Requires the ability to be flexible in meeting work demands.
- Requires the ability to adapt to special situations such as illiteracy or language barriers with clients and/or client families.
- Requires the skills necessary to present ideas clearly and concisely, both verbally and in writing.
- Requires the ability to speak, read and write in English.
- Requires excellent organizational skills.

Job Demands:

- Requires the employee to recognize and respect the confidentiality of all client or patient records, as well as the confidentiality and/or privacy of co-workers' records.
- Requires the delivery of all services in a tolerant, objective and consistent manner.
- Must follow oral and written direction with little assistance.
- Requires a valid driver's license.
- Requires a reliable motor vehicle for work-related travel.

Work Environment:

These jobs generally operate in a professional or clinical office environment. These jobs may routinely require the use of specialized health or physical assessment equipment, such as, lancets, syringes, needles, and vacutainers and/or standard office equipment, such as, computers, printers, photocopiers, telephones, filing cabinets and fax machines.

Physical Demands:

These jobs are largely sedentary; however, some work activities may occasionally require significant body movement. This required body movement may include bending, kneeling, stooping or lifting up to 40 pounds. These jobs also require the ability to sense, detect, and identify medical and/or nutritional conditions, as well as the ability to communicate and exchange information regarding all aspects of these jobs.

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of this position.

Incumbent Signature:

Date:

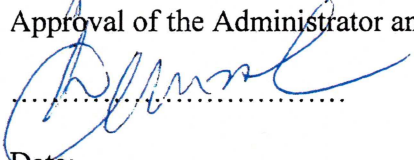
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Discussed with Employee: Yes..... No.....

Supervisor Signature: Date:

Approval of the Administrator and Health Officer:


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Date:
9/20/2024
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