

**NOTICE**

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

JOB TITLE:           **\*PART-TIME REGISTERED DIETITIAN (WIC PROGRAM)  
TEMPORARY ASSIGNMENT**

RATE OF PAY:       **\$19.63 per hour**

**\*This is a temporary, part-time position with no benefits (UP TO 24 HOURS PER WEEK)**

**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 and Children’s (WIC) Program participants and functions as a Registered Dietitian and Competent Professional Authority (CPA) for clinical operations.

**TYPICAL DUTIES:**

1. Conducts individual nutrition education sessions and provides nutrition counseling to identified, high-risk participants.
2. Identifies nutrition needs of clients. Plans, develops and evaluates the nutrition education and counseling services.
3. Develops and implements nutrition care plans.
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 need for nutritional, health, social or psychological referrals.
8. Provides nutrition education to WIC clients in groups or individual sessions.
9. Promotes breastfeeding, teaches breast-feeding classes and participates in agency breast-feeding promotional activities.
10. Assists WIC Coordinator with MI-WIC reports, Project Fresh, Bay 3TV presentations, and daily clinic operations.
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. Participate in WIC community education and promotional activities.
15. 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.
16. 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:** 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. Applicants may be required to take written and/or other examinations.

**PHYSICAL REQUIREMENTS:** This position involves sitting most of the time and/or being mobile 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 online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/via US mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708-5121 no later than **4:00 p.m. Monday, March 10, 2014.**

**AN EQUAL OPPORTUNITY EMPLOYER**

“BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES.”