

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **WIC Program Specialist**

**Supervised By:** WIC Program Coordinator

**Supervises:** No supervisory responsibility

**Department:** Personal and Preventive Services

**FLSA Status:** Exempt

#### **Position Summary:**

Under the supervision of the WIC Program Coordinator, this position is responsible for providing direct nutrition services to clients and providing technical assistance and consultation to local agency staff and other health professionals in the WIC program.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides care to individuals according to MI-WIC guidelines and policies.
2. Educates clients in the Women Infant Children program on nutrition and health.
3. Ensures nutritionally high-risk clients are identified, referred as appropriate, and receive appropriate nutritional care.
4. Completes appropriate nutritional assessment and monitoring.
5. Registered Dieticians will develop nutrition high-risk care plans and provide high-risk client education and counseling.
6. Serves as a lead to staff to include assigning and monitoring work and providing direction.
7. Provides professional education and referral services to clients with various health needs, within the agency and in the community.
8. Provides orientation to new staff and students.
9. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends

conferences, workshops, and seminars as appropriate.

10. Complies with the Health Department's quality improvement policy and actively participates in the quality improvement plan.
11. Keep current on up-to-date breastfeeding information and practices and provide education and counseling to clients within scope. Refer to higher level breastfeeding consultant when appropriate.
12. Reviews vaccination records for all age groups and makes vaccine recommendations based on current ACIP recommendations.
13. Performs and documents anthropometric measurements
14. Performs and documents hematologic testing (Lead and Hemoglobin levels)
15. Perform dental screenings and apply fluoride varnish as appropriate.
16. Conducts individualized home visits on clients with transportation difficulties. Brings breast pump, weight checks on baby, troubleshooting with breastfeeding, emotional support, and referrals to community resources.
17. Prepares breast pump information and instructs clients on use and care.
18. Registered Nurses may be required to fulfill other job responsibilities as detailed in the Public Health Nurse job description as directed by the PPHS Director.
19. Perform all other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in nursing, nutrition or dietetics and two years of progressively more responsible experience in public health.
- Advanced Lactation Certification (i.e., IBCLC, LCE, etc.) preferred.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Current Licensed Registered Dietitian or Licensed Registered Nurse license in the State of Michigan.

- Michigan Vehicle Operator's License.
- Through knowledge of the principles and practices of WIC and public health.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skills in providing healthcare education and services to a variety of clients.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, software programs utilized by the Livingston County Health Department, and applicable medical devices.
- Ability to respond to emergencies or service needs on a 24-hour basis.
- Knowledge health and nutrition for pregnant, postpartum, and breastfeeding women as well as infants and young children.
- Knowledge of organization and standard operating procedures for the Women Infant Children program and immunization program.
- Knowledge of current vaccinations and recommendations.
- Skill in performing capillary hematologic testing.
- Skill in Michigan WIC, EMR, and Michigan Care Improvement Registry programs.
- Skill in providing anthropometric measurements.
- Knowledge in community resources.
- Ability to communicate with an interdisciplinary team effectively.
- Knowledge of Information Technology specific to electronic medical record.

- Knowledge of protocol writing.
- Skill in Microsoft office, including Excel, Word, and PowerPoint.
- Ability to communicate effectively by using motivational interviewing.
- Knowledge to educate the public on nutrition.
- Knowledge on how to use a breast pump and the skill to show someone and help them get the correct fit into the flange.
- Knowledge on troubleshooting issues with breastfeeding to help make the public successful in breastfeeding.
- Skill in educating patients and families about vaccines and their preventable disease.
- Skill in educating and managing care and treatment of a patient and families with elevated lead levels.

#### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals, and situations while performing required duties.

Close vision (clear vision at 20 inches or less).

Color vision (ability to identify and distinguish colors).

Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point).

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).