

- I. A. **Primary Purpose of Organizational Unit:**
In 1978 Congress found that substantial numbers of pregnant women, infants and young children were at special risk in respect to their physical and mental health by reason of poor or inadequate nutrition or health care or both. Therefore the purpose of the program in Northampton County is to provide supplemental nutritious foods and nutritional education as an adjunct to good health care during critical times of growth and development in order to prevent the occurrence of health problems and improve the health status of these persons.

The Wise Woman Program was established for women enrolled in the BCCCP program who have been diagnosed with high blood pressure/cholesterol. Its purpose is to screen and identify individuals who are at risk for developing coronary diseases and to provide health education and nutrition counseling for an improved outcome.

- B. **Primary Purpose of Position:**
The primary purpose of the nutritionist is to provide in-depth nutrition assessment and counseling to clients participating on both WIC program (70%) and Wise Woman Program (30%). Responsible for assisting in printing and issuing food vouchers for WIC participants.
- C. **Work Schedule:**
Work hours are Monday-Friday 8:30am-5:00pm.
Public Health is a first responder agency for natural disasters (e.g., hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks, (e.g., influenza, SARS,) technological hazards (hazardous materials releases, critical infrastructure disruptions, and terrorist incidents. This position, like all other positions within the department may be required to participate in any emergency response activities as deemed necessary by the Health Director or her designee. Availability during emergencies and exercises is required.
- D. **Change in Responsibilities or Organizational Relationship:**

II. **Responsibilities and Duties**

- A. **Counselor (80%)**
1. Provide individual nutritional counseling, and written care plans for individuals referred from WIC, Pediatrics, Maternity, Family Planning and Home Health.
 2. Perform WIC certifications, recertifications, nutrition assessment, and examine food preferences in relationship to clients needs.
 3. Perform nutrition assessment and provide nutrition education concerning anemia, breastfeeding, formula preparation, infant feeding, prenatal diet, gestational diabetes, snacking, food pyramid, weight loss/weight gain, etc. to the WIC population.
 4. Perform nutrition assessments and provide nutrition education concerning hypertension, diabetes, elevated triglycerides and cholesterol levels, weight reduction, weight gain, etc to patients enrolled in Wise Woman clinics.
 5. Provide breastfeeding education to WIC clients.
 6. Provide nutritional care to individuals referred from outside agencies, (physicians, social services, day cares, etc.).

B. Program Planner (5%)

1. Coordinate as needed with Health Promotion program manager in periodically evaluating and revision goals and objectives of the Health Promotion Program with emphasis in nutrition.
2. Coordinate as needed with Health Promotions Coordinator on Wise Woman in an advisory capacity with emphasis in nutrition.

C. Other (15%)

1. Complete WIC forms completely and accurately, including income eligibility statements and application forms.
 2. Record in medical records completely and accurately using POHR forms.
 3. Obtain anthropometric, biochemical data from participants on the WIC program.
 4. Performs WIC data entry into the on-line NC Health Services Information System (HSIS).
 5. Vendor issues: Assist in vendor monitoring.
 6. With the assistance of the WIC Processing Assistant continues with the day to day functions as nutritionist in the absence of the WIC Director.
 7. Participate in continuing education programs.
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1. Work requires a considerable understanding of the theories, concepts, principles and practices of nutrition as it applies to the health of the client. Nutritionist must be specific and accurate when documenting care plan in medical records. WIC forms must be carefully completed to avoid error and ultimately delays in service.
 2. Inappropriate nutrition assessment counseling may affect the client's medical and/or nutritional status. Inaccurate documentation may affect an impact upon the clients participating in the program.
 3. Guidelines include standard assessment procedures, professional reference materials, nutrition program manuals, (WIC manual, etc.) and professional standards. The nutritionist applies these guidelines and receives guidance from the WIC Director.
 4. This position is under the administrative supervision of the WIC Director and operates within specified state and federal guidelines to govern activities.
 5. This position requires contact with clients, various professional disciplines and community resources. The nutritionist works with clients and other professionals in providing and advising on comprehensive nutritional care.
 6. Some physical effort is encountered when transporting WIC and medical records, scales, measuring boards and nutritional materials, etc to and from two (2) WIC satellite clinics.
 7. Office space is inadequate as three employees share one room. This one room accommodates storage for nutrition supplies and WIC participants' records. Travel to and from WIC satellite

clinics may be hazardous during inclement weather conditions. The temperature at some satellite clinics and main WIC office are sometimes uncontrollable mostly too cold.

8. Materials used in work include WIC income eligibility forms, application forms, patient records, WIC records, dietary flow sheets, and educational pamphlets. Anthropometric scales (infant and adult), measuring board and Dell computer.
9. This position requires spending a considerable amount of time in providing comprehensive nutritional services to clients with chronic medical and nutritional problems. Nutrition care plans are developed based upon the nutritional assessment. The nutrition care plan is detailed and specific as to the interaction of various nutrients as it relates to the clients needs and condition. The nutritionist demonstrates a knowledge of nutrition theories in explaining the interrelationships of various nutrients in dealing with nutritional and/or medical problems.
10. The nutritionist has contact with clients and professionals which could rarely be considered potentially dangerous.
11. Working with clients in the Wise Woman Program requires the nutritionist to provide in depth individual counseling concerning therapeutic diets, developmental processes and nutrition principles. Due to research and development in the field of nutrition, nutrition principles and diets are constantly changing. Continuing education is a must. WIC regulations change often due to federal guidelines and mandates.

III. **Knowledge, Skills and Abilities and Training and Experience Requirements**

A. **Knowledge, Skills and Abilities**

Considerable knowledge of principles of normal and therapeutic nutrition. Considerable knowledge and skill in nutrition and dietary assessment techniques (anthropometric, biochemical, clinical and dietary) and interpretation of data. Knowledge of infant and child development. Knowledge of interrelationships between health social service programs, and of appropriate community resources for referral of clients. Knowledge of human behavior and techniques for effecting behavior change. Skill in writing clear, concise entries using the protocol for progress notes in clients health/medical records. Ability to understand an individual's socio-economic status and lifestyles with respect for individual differences. Ability to monitor and maintain quality standards of nutritional care using current standards of practice. Ability to organize and manage time and resources.

B. **Minimum Education and Experience.**

Graduation from a four-year college or university with a bachelor's degree in foods and nutrition, public health nutrition or dietetics and one year of nutrition experience; or completion of an ADA approved dietetic internship with ADA Commission on Dietetics Registration eligibility preferred; or an equivalent combination of education and experience. Annual OSHA training is required and CPR course are optional.

C. **License or Certification Required by Statute or Regulation**

Documentation from the respective university or college certifying commission eligibility and/or indicating completion of an ADA approved dietetic internship, if applicable. If commission registered, candidates may provide registration.

Valid NC Drivers License.

Annual OSHA training is required and CPR courses are optional.

Nutritionist II
03-04-08
05-06-09