

Champaign Health District

Job Description

Title	<i>WIC Health Professional and/or Breast Feeding Coordinator</i>
Department(s)	Nursing
Reports to	<i>WIC Project Director</i>

Job summary

The WIC Health Professional conducts health and nutritional assessment and provides nutrition education for WIC participants. Also provides breastfeeding education and support. Knowledge of departmental policies and procedures, medical terminology, nursing; public health, human relations, and diagnostic testing. Ability to deal with problems involving several variables in familiar context; plan, schedule and organize work; communicate effectively in written and oral form; define problems, collect data, establish facts and draw valid conclusions; use proper research methods in gathering data; prepare meaningful, concise and accurate reports; assessing, interviewing and communication techniques which assure consumer rights, informed consent, and confidentiality; handle sensitive inquiries from and contacts with officials and public; and establish a friendly atmosphere of a work unit; maintain good working relationship with supervisor and co-workers.

Summary of essential job functions

GENERAL NURSING DUTIES (If Registered Nurse)

- Provides assessment, education, and referrals as appropriate for clients during clinics
- Provides health screenings for early identification of health related concerns and makes appropriate referrals.
- Provides clinic services including, but not limited to, head lice checks, pregnancy tests and counseling, blood glucose screening, blood pressure screening, cholesterol screening and community referrals.

IMMUNIZATION (If Registered Nurse)

- Provides immunization to clients according to ACIP and ODH guidelines
- Provides immunizations to clients throughout the county in various locations, including client home
- Provides immunizations in accordance with established procedures for exposure to blood borne pathogens
- Responsible for vaccine supply and inventory with proper monthly reporting requirements to ODH office maintained and also reported to the Director of Nursing

WIC SPECIFIC DUTIES

- Familiarizes self with WIC Policy and Procedures
 - Performs diet and medical history assessment and records information
 - Performs height, weight, and hematological measurements according to WIC guidelines
 - Determines eligibility for WIC services based on nutritional and dietary risk
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- Assigns risk codes and documents supporting data in client's chart
- Assigns appropriate food package for each participant
- Enters medical and nutritional data into computer
- Provides nutritional education individually and in groups
- Maintains clinic supplies
- Maintains formula stock
- Answer phones
- Assist Secretary with intake process as needed
- Provides breastfeeding education and support in cooperation with Breastfeeding Coordinator

BREAST FEEDING COORDINATOR SPECIFICS

- Develop, implement, and evaluate Breastfeeding Protection and Support Plan
 - Provide breastfeeding education class for all pregnant WIC participants
 - Maintain Breast Pump Inventory and distribute pumps per policy
 - Develop, implement and evaluate phone contact system for all pregnant participants who plan to breastfeed or are undecided
 - Make phone calls to those women within 7 days of delivery
 - Provide ongoing breastfeeding support to participants
 - Assist women with breastfeeding problems by phone or in the clinic
 - Develop and implement a Breastfeeding Employer Support Plan
- Compile and monitor quarterly breastfeeding reports

Conduct Breastfeeding Awareness activities annually

HEALTH PROMOTION AND EDUCATION

- Provides health promotion and education to clients and families in a variety of setting; health fairs, homes, classrooms, and other sites as requested.

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

- Participates in Emergency Preparedness planning and implementation activities
- Attends staff meetings and serves on temporary committees, as requested
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training
- Performs additional duties and assignments, as requested

Minimum requirements

State of Ohio Registered Nurse or *Registered/Licensed Dietician, Dietetic Technician Registered, Dietetic Technician*; two years public health or related experience, and a valid Ohio driver's license with an acceptable driving record. An individual who poses a direct threat to health and safety of himself/herself or others in the work place will be deemed not qualified for this position. *Breast Feeding Coordinator*: Certification as a breastfeeding counselor or consultant; at least 1 year experience in assisting women in breastfeeding their babies.

Abilities required

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with their hands and arms. The employee is frequently required to stand for periods up to 1 hour and walk for lengths up to ¼ mile. The employee must occasionally lift and/or move up to 20 40 pounds.

Work Environment

The employees work environment is regularly indoors. The noise level is usually moderate.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

HR use only	
Job code	
Generic title	Dietary Technician, RD, or PHN I
Pay grade	19 or 20
Management? (Yes/No)	No
E/NE status	Non-exempt, Hourly
Last revised	9/8/2008
