



**Health and Nutrition Services**

**Alissa Holdson**  
Executive Director

**Ronald C Loos**  
Board Chairperson

**Diana Brook**  
Health & Nutrition Director

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**INTERNAL POSITION POSTING**

**POSITION TITLE:** WIC Health Professional  
**POSTING DATES:** April 3, 2024 through April 10,2024 or until filled  
**IMMEDIATE SUPERVISOR:** Lead Health Professional  
**EMPLOYMENT STATUS:** Full time

**Distribution:**  
Administration/Fiscal  
Head Start / Early Head Start  
State Road Building

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4200 State Road, Ashtabula, OHIO 44004

WIC: (440) 998-7515    SNP: (440) 998-3244    HMG: (440) 997-6015    FAX: (440) 998-0973

**This Agency is an equal provider of services and an equal employment opportunity provider.  
Civil Rights Act 1964 (CRA)**



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### JOB DESCRIPTION

**JOB TITLE:** WIC Health Professional

**IMMEDIATE SUPERVISOR:** Lead Health Professional

**POSITION SUPERVISES:** None

**EMPLOYMENT STATUS:** Full-time

#### **GENERAL RESPONSIBILITIES:**

Provide nutrition education and counseling to the clients and programs of the Ashtabula County Community Action Agency.

#### **SPECIFIC RESPONSIBILITIES:**

Perform physical assessments, collect and evaluate data necessary to determine eligibility and certify participation in the WIC program.

Prescribe food packages and counsel participants regarding the use of nutritious foods in their diets.

Provide nutrition education to participants.

Record and report data as required by state and agency procedures.

Refer clients to and coordinate with other health care services and community resources.

Provide breastfeeding education and support to appropriate clientele.

Promote breastfeeding as the preferred infant feeding choice to the community-at-large.

Practice in accordance with State WIC policies and procedures as well as in accordance with the Ohio Board of Dietetics Licensure Law.

Maintain professional relationships with other health care professionals and institutions including physicians and hospitals in the community.

Represent WIC on community coalitions, task forces and advisory committees related to nutrition, obesity prevention and physical activity as assigned.

Provide dietetic services for other agency programs and contracts as assigned.

Develop outreach/educational information for mass distribution through social media, newsletters and other means.

Participate in required agency/funding source meetings and trainings.

Assist with all clinic and office procedures as needed.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Registered dietitian, licensed dietitian, registered nurse, dietetic technician, or individual with four-year degree in nutrition or other related science. Preference will be given to qualified RD's in accordance with WIC Program guidelines. Experience with breastfeeding preferred.

Must have dependable transportation, a valid driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening.

May sometimes be required to work a flexible schedule that could include evenings and weekends. Overnight travel may be required.

Must be proficient in utilizing computers and electronic/social media including YouTube, Facebook, blogs and digital imaging. Must have knowledge of or ability to use necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must work harmoniously with other staff, be courteous, neat, and organized.

Position requires the ability to bend, climb stairs and lift up to 40 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

**ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA. E.O.E. D.F.W.P.**

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Signature

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Date

Revised 3/2021

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