



Tooele County Health Department

Job Title: CPA III/Registered Nurse/Dietician/Nutritionist

Starting Salary: \$22.53- \$24.85 per hour DOQ

Status: Half-Time with Fringe Benefits

Closing Date: Open until filled

The Opportunity

Performs a variety of services in the WIC Program, including Wendover, Utah. This position will include clerical, lab and nutrition education. Responsible for determining nutritional risk and prescribing food packages for WIC customers. May provide specialized public health nursing services. The Registered Nurse performs acts, which require specialized knowledge, judgment and nursing skills based upon principles of psychological, biological, physical and social sciences. Provide Spanish translation between clients and staff. ***This is an Alternative Funding Position.***

Example of Duties

1. Evaluates and assesses high risk clients to provide medical nutrition therapy.
2. Provides nutrition education on an individual basis or in a group setting for various needs of the target population, especially nutritional needs for pregnancy, breastfeeding, infants and children.
3. Performs a variety of advanced nursing procedures; administers vaccinations; assesses general health conditions; obtains specimens.
4. Performs skilled nursing procedures as necessary in safe, competent, and efficient manner.
5. Determines eligibility of Women's, Infants and Children (WIC) applicants using State WIC Policies and Procedures.
6. Assesses and assigns nutrition risk factors by using biochemical data, anthropometrical data, medical history, and diet history. This will include performing lab functions, such as finger sticks, weights, and heights on children 0-5 years of age and adults.

Minimum Qualifications

- Registered Nurse, graduating from a college or university with a Bachelor's degree in nursing or Associate degree as a Registered Nurse with two (2) years of nursing experience
- Or**
- Graduation from college or university with a Bachelor's degree in dietetics; must be registered with American Dietetic Association (ADA) and registered as a dietician
- Or**
- Nutritionist graduating from a college or university with a Bachelor's or Master's degree in nutrition
- And**
- Must be bilingual (English/Spanish)

Required Knowledge, Skills & Abilities:

Principles of diet and nutrition, diet recall, food chemistry, infant and child development, and nutrition assessment. Interviewing and counseling techniques. Ability to present nutrition classes, work cooperatively with clients, coworkers, professionals and others. Must be able to lift 20 lbs.

For a more complete job description or an on-line application please visit

<http://www.co.tooele.ut.us/hr.html>

EEO Employer; Applications must be submitted to

Tooele County Human Resource Office, Rm 308

47 South Main Street, Tooele, UT

or email application and resume to tadams@tooeleco.org

TOOELE COUNTY
Job Description

TITLE:	<u>CPA (Competent Professional Authority) III/Registered Nurse/Dietician/Nutritionist</u>	JOB CODE:	<u>303</u>
DIVISION:	<u>WIC (WENDOVER)</u>	EFF. DATE:	<u>09/29/2016</u>
DEPARTMENT:	<u>Health</u>	GRADE:	<u>24 - 26</u>
EEO CLASS:	<u>Professional</u>	FLSA:	<u>Exempt</u>
WORKERS COMP.: <u>County</u>		CDL:	<u>Not Required</u>

GENERAL PURPOSE

Performs a variety of services in the WIC Program in Wendover, Utah, including clerical, lab and nutrition education. Responsible for determining nutritional risk and prescribing food packages for WIC customers. May provide specialized public health nursing services. The Registered Nurse performs acts, which require specialized knowledge, judgment and nursing skills based upon principles of psychological, biological, physical and social sciences. Provide Spanish translation between clients and staff.

SUPERVISION RECEIVED

Works under the direct supervision of the WIC Coordinator.

SUPERVISION EXERCISED

None.

EXAMPLE OF DUTIES

OBJECTIVE A: PROVIDES SPECIALIZED NUTRITIONAL COUNSELING, MEDICAL NUTRITION THERAPY & FOLLOW-UP FOR MEDICALLY AND NUTRITIONALLY COMPROMISED CLIENTS (5%)

- Task 1: Evaluates and assesses clients to provide medical nutrition therapy.
- Task 2: Consults with family physicians or other health care providers on nutrition related medical problems to ensure proper food prescriptions.
- Task 3: Determines and establishes appropriate nutrition intervention based on client assessment.
- Task 4: Assigns and tailors appropriate food packages to meet the nutritional needs of the client.

OBJECTIVE B: PROVIDES NUTRITION EDUCATION (15%)

- Task 1: Assesses and evaluates clients' education level, cultural background, values, and beliefs to personalize counseling to better meet their needs.
- Task 2: Provides nutrition education on an individual basis or in a group setting for various needs of the target population, especially nutritional needs for pregnancy, breastfeeding, infants and

children, postpartum, teens, mothers, and other health related issues such as substance abuse and smoking cessation.

OBJECTIVE C: CERTIFIES WIC CLIENTS (30%)

- Task 1: Determines eligibility of Women's, Infants and Children (WIC) applicants using State WIC Policies and Procedures.
- Task 2: Assesses and assigns nutrition risk factors by using biochemical data, anthropometrical data, medical history, and diet history. This will include performing lab functions, such as finger sticks, weights, and heights on children 0-5 years of age and adults.
- Task 3: Reviews clients' immunization records and refers when needed to promote up to date status.
- Task 4: Assigns and tailors appropriate food packages to meet the individualized nutritional needs of clients.
- Task 5: Schedules appropriate nutritional education visits to meet the assessed nutritional needs of the client.
- Task 6: Refers clients to other community resources as needed.
- Task 7: Educates clients on appropriate use of food instruments and vendor policies.

OBJECTIVE D: PROMOTES, SUPPORTS, AND EDUCATES BREASTFEEDING WOMEN (10%)

- Task 1: Promotes breastfeeding among clients to increase breastfeeding rates in conjunction with Healthy People 2020 goal.
- Task 2: Provides breastfeeding support, technical assistance, and education to WIC clients.
- Task 3: Issues electric breast pumps and other breastfeeding aids per state protocol. Evaluates, tracks and counsel's clients regarding the use of the breast pumps and/or breastfeeding aids.

OBJECTIVE E: MAY PROVIDE PUBLIC HEALTH NURSING SERVICES (20%)

- Conducts various types of Public Health Nursing counseling and teaching related to personal health and wellness.
- Performs a variety of advanced nursing procedures; administers vaccinations; assesses general health conditions; obtains specimens.
- Establishes and maintains nursing records and reports.
- Attends professional meetings, workshops and conferences.
- Performs skilled nursing procedures as necessary in a safe, competent, and efficient manner.

OBJECTIVE F: PROVIDES PROFESSIONAL DOCUMENTATION (15%)

- Task 1: Provides timely, accurate, and professional documentation using State WIC Policies and Procedures.
- Task 2: Ensures confidentiality of client records and information received according to established policies and procedures.
- Task 3: Accurately enters client information into WIC computer database.

OBJECTIVE F: PROVIDES OTHER DUTIES AS ASSIGNED (5%)

Task 1: Assists in quality assurance activities and self-monitoring tool.

Task 2: Assists with the preparation of department correspondence, telephone calls and assists with follow up and referrals. follow-up and referrals.

Task 3: Assists in planning, development, and implementation of special nutrition projects which are program and/or community oriented.

Task 4: Appropriately refers clients to other agencies such as R.D., Food Stamps, AFDC, Medicaid, etc. and documents such referrals.

Task 5: Establishes and maintains satisfactory relationships with community organizations, especially those with nutrition components, other local health departments, and the State WIC Bureau.

Task 6: Other Duties as assigned.

Task 7: Be available 24 hours per day for community emergencies.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Registered Nurse, graduating from a college or university with a Bachelor's degree in nursing or Associate Degree Registered Nurse with two (2) years of nursing experience;

Or

Graduation from college or university with Bachelor's degree in dietetics; must be registered with American Dietetic Association (ADA) and registered as a dietician;

Or

Nutritionist graduating from a college or university with a Bachelor's or Master's Degree in nutrition.

2. Required Knowledge, Skills, and Abilities:

Knowledge of:

- Principles of diet and nutrition
- Diet recall
- Food chemistry
- Nutrition planning
- Human Physiology
- Infant and Child Development
- Public health practices
- Breastfeeding principles
- Food safety
- Pregnancy and Postpartum period
- Nutrition Assessment

- Nutrition and Diseases States
- Legal documentation and professional writing
- Basic Math
- Bilingual (English/Spanish)

Skills of:

- Effective problem solving
- Interviewing and counseling techniques
- Basic computer function
- Professional documentation and writing
- Audiovisual equipment operation

Ability to:

- Present effective nutrition classes
- Work cooperatively with clients, coworkers, professionals and others
- Express ideas clearly (orally and in writing)
- Organize and prioritize assignments and responsibilities and keep time expectations
- Comply with confidentiality guidelines and expectations

3. Special Qualifications

- Must be bilingual (English/Spanish).
- Must be either a licensed registered nurse or license Dietician in the State of Utah or a Nutritionist.
- Must possess a valid Utah driver's license with no DUI's/ARR's in the past five (5) years and no more than two (2) moving violations within the past 24 months. Will be required to travel during the day and overnight.
- Must be able to use telephone, computer, fax machine, audio-visual equipment and display materials.

4. Working Conditions and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions primarily conform to the usual indoor office environment.

While performing the duties of this job the employee is frequently required to sit, talk, hear, use hands, fingers and arms. The employee is occasionally required to stand, walk, use hands, reach with hands and arms, climb or balance, stoop or kneel and climb stairs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Hand dexterity is required for computer use. There may be limited travel. Candidate may be required to exert light physical effort, including frequent lifting of up to twenty pounds and occasional lifting of up to 25 pounds.

OTHER QUALIFICATIONS:

- Achieve a competent or higher rating overall in each performance evaluation which measures the following:
- thoroughness, planning and organization, neatness and accuracy;
- learning and knowing all phases of the job; recognizing and solving routine problems;
- knowing the office policies, systems and services;
- compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- being able to perform new duties, adjust to new situations, and control of self under pressure;
- being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- making decisions; studying and considering all facts; using common sense;
- cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- being friendly, helpful and showing self-control;
- being punctual in attendance; and
- being professional in dress and manner; showing good housekeeping of the general work area

APPROVED:

This _____ day of _____, 2017.

DEPARTMENT DIRECTOR

HUMAN RESOURCE DIRECTOR

COMMISSIONER

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Health Department.

Employee's Signature

Date