



COUNTY OF NYE

CLASS TITLE: WIC Nutritionist / Lead Eligibility Worker

BASIC FUNCTION:

Under general direction of the Human Services Director, help to oversee day to day operations, performs clerical and technical duties related to the administration of WIC compliance, reporting, eligibility; performing case management, breastfeeding counseling, issuing benefits/resources and provides appropriate referrals for WIC clients. Performs all aspects of client nutrition education, including but not limited to high risk care plans; group classes; assessment of prescriptions for special formulas or foods; maintains professional and effective working relationship with WIC personnel at the State and local levels.

Supervision or coordinative functions may be exercised over lower level clerical workers to ensure compliance, that changes in policies and procedures are received and adhered to and assist with any reports and other documentation required by the State office.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Performs all duties of the Eligibility Worker – WIC and Clerk.
2. Prepares and composes correspondence: tracks deadlines, track goals, and compliance.
3. Assist with any reports, monthly Request for Reimbursements and other documentation.
4. Screens clients to determine income eligibility, residency, and identity and certify those determined eligible for WIC services, according to established criteria and guidelines.
5. Assists clients in completing required forms and assembles and documents all information relating to the delivery of WIC services and provides nutrition education to all clients.
6. Develop and maintain a good rapport with the State of Nevada, other WIC agencies, County departments and outside agencies.
7. Ability to develop and implement group and individual nutrition education programs.
8. Able to pass a background check.
9. Knowledge on issues relating to nutrition and a concern for low income populations.

10. Responsible for in-depth nutrition and assessment counseling of WIC participants and the development of written nutrition case plans.
11. Determines nutritional risk by anthropometric measurements or other documentation of medical conditions, nutrition deficiencies or behaviors which demonstrate a need for supplemental food.
12. Issues food packages to align with client preferences, nutritional need and state guidelines, issues EBT cards and schedules next appointment and/or staging date to ensure no lapse in client benefits according to policy.
13. Serves as case manager for WIC clients, providing appropriate referral and follow-up services, including referral to primary care physician, medical insurance and other community resources.
14. Performs general clerical work such as but not limited to typing, filing, answering telephones, regular / special reports and inputs to database required case management information.
15. Provides direct client services by evaluating client data, assessing nutritional status, developing nutrition care plans, implementing nutritional therapy and counseling including breastfeeding support.
16. Ability to communicate in a courteous and professional manner, exercise good judgment and interact effectively and positively.

Knowledge, Skills & Abilities:

This position is to serve as a nutrition expert to the WIC program providing nutrition education and high-risk counseling for participants. Knowledge of programs policies and procedures, compliance requirements within the department as well as those offered by other County, State, Federal and private organizations; Ability and skill to interact with people of different social, economic and ethnic backgrounds. Knowledge in operating personal computers and various office equipment.

EDUCATION AND EXPERIENCE:

Bachelor degree from an accredited college with a major in dietetics; food and nutrition; public health nutrition. **OR** Registered Dietitian (RD). Must complete and maintain all state, WIC and department training and certifications within assigned timeframe.

Preferred:

Bilingual (English-Spanish) speaking and writing skills
 Previous experience in WIC program
 Breastfeeding education: CLE, CLC, IBCLC
 Registered Dietitian or registry eligible

LICENSES:

Valid Nevada Drivers License. May require basic CPR

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Assigns, supervises and monitors the daily work activities of subordinate staff.

CONTACTS:

Co-workers, other department personnel, clients, state and federal employees, hospital social workers and personnel, private organizations, patient advocacy agencies, non-profit organizations and the public

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment. May be required to drive to conduct WIC clinics in other Nye County towns and attend trainings out of the Pahrump area which may require extended overnight stays.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Employment is contingent upon passing a drug screen.
3. Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Nye County must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.751.6301 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov
4. Nye County is an Equal Opportunity Employer.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed