

**BELL COUNTY PUBLIC HEALTH DISTRICT WIC PROGRAM  
POSITION DESCRIPTION**

**NUTRITIONIST**

**Revision Date: September 14, 2021**

**Position Title and Classification: Nutritionist**

**Position Description:** Responsible for performing designated services within a clinical setting. Refer to essential functions for definition of designated services. Services are provided at the Temple, Killeen, Copperas Cove, and Ft. Hood locations. Services are provided under the direct supervision of the Site Leader, NE Coordinator, BF Coordinator, Assistant WIC Director, and/or WIC Director

**Knowledge, Skills & Abilities:**

- Ability to interact appropriately with clients/co-workers.
- Have genuine desire to perform in public health.
- Ability to understand the importance of medical confidentiality.
- Ability to prioritize time and responsibilities.
- Ability to multi-task.
- Ability to make informed decisions based on information presented in specific situation.
- Ability to take direction from authority.
- Basic office skills and use of general office machines.

**Responsibilities:**

- Certifies potentially eligible clients to receive program benefits and prescribes food packages following the appropriate policies. Evaluates health histories in accordance with guidelines in our TXIN system.
- Counsels participants/parents/guardians regarding the reason(s) of qualification, the length of certification, and individual nutritional needs.
- Under the direction of the Nutrition Education Coordinator, administers nutrition activities, which includes teaching NE classes and conducting individual counseling following the approved NE plan.
- Under the direction of the Breastfeeding Coordinator, administers breastfeeding information/activities, which include BF classes, BF education, and participation in helping to coordinate BF events/promotion.
- Evaluates and approves/disapproves non-contract formula prescriptions according to policy.
- Travels to other WIC sites as assigned.
- Performs clerical duties as needed to ensure a smooth workflow.
- Assists Program Director/NE Coordinator/BF Coordinator in various administrative NE and BF duties as assigned.
- Conduct WIC outreach as assigned.
- Assist clients via curbside regularly.

- If assigned, weighs and measures clients according to the guidelines and takes a blood sample for a hemoglobin/hematocrit test according to guidelines as well as accurately plots growth charts.
- Accurately completes all NE modules as assigned.
- Supports and follows Site Leader's, NE Coordinator's, BF Coordinator, and WIC Director's decisions.
- Assists Site Leader as needed.
- Performs other related office duties as needed.
- May be required to speak another language for interpretation purposes only.

**Necessary Special Requirements:**

- Must have valid Texas driver's license.
- Must have own transportation.
- Must have telephone.
- Requires ability to lift clinic supplies, educational materials and machines.
- Prolonged standing, sitting, or driving may be required.
- Increased risk for exposure to and possible transmission of vaccine-preventable diseases/tuberculosis.
- Must have appropriate immunizations according to BCPHD policy.
- Limited access to clinical lab areas containing biohazardous material.

**Minimal Qualifications:**

- Must have a bachelor's or master's degree in nutrition or dietetics or Nutritional Sciences, Community Nutrition, Clinical Nutrition, Public Health Nutrition, or Home Economics with 24 semester hours credit in foods and nutrition.