



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **WIC Nutrition Educator**
Schedule: **Full-time with Benefits**
Department: **City-County Health Department**

Salary: **\$17.17 - \$18.15 per hour DOE**
Closing Date: **Open Until Filled**
Department Administrator: **Jo-Viviane Jones**

Education/Experience/Training:

- Health-related degreed professional (such as RN, LPN, Health Education, Health and Human Development, Community Health, Early Child Development, Exercise Science, Home Economics) with six or more semester credit hours in food and nutrition appropriate to the WIC population (including courses in Basic Nutrition, Nutrition in Life Cycle, Nutrition and Disease) and successful completion of an Anatomy/Physiology series of coursework. Option to complete certain courses within six months of hire possible.
- Other degreed profession with twelve or more semester credit hours in food and nutrition appropriate to the WIC population and successful completion of an Anatomy/Physiology series of coursework. Nutrition and Anatomy/Physiology coursework must have been completed within the past ten years, unless the applicant has been working the Nutrition field.
- Current Montana WIC CPA.

Certifications:

- Valid Driver's License issued by the State of Montana.

Application requirements:

- ✓ Completed Cascade County Employment Application.
- ✓ Detailed resume of work experience.
- ✓ OFFICIAL college transcript reflecting the required course credits in Education and Experience paragraph.
- ✓ Copy of valid Driver's License.

JOB SUMMARY

The primary function of the WIC Nutrition Educator is to provide breastfeeding and general nutrition education to individual participants and small groups, to promote and support breastfeeding, provide program outreach and make referrals to community services. This includes determining nutritional eligibility of WIC clients, developing participant's nutrition care plan, counseling clients and providing nutrition education and referrals, performing and recording weights, heights and hemoglobin test results, providing community outreach and promotions, documenting client information in M-Spirit computer data base, monitoring of client files as needed to ensure accurate documentation, performing general office duties and other related duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Follows specific criteria to determine nutritional eligibility of WIC clients, assesses nutrition needs and provide nutrition education to expectant mothers and families with children age five and younger, works with families/individuals of various cultural, social economical and educational backgrounds in a culturally sensitive, empathic, non-judgmental, respectful and professional manner, performs and records weight, height and hemoglobin tests, conducts nutrition appointments in a sensitive manner while maintaining strict confidentiality, participates in and coordinates the planning, development and implementation of nutrition plans for clients and their children, provides guidance and direction to influence positive behavior changes regarding nutrition in an effective and sensitive manner, collects and documents all data pertaining to the nutrition education visit into M-Spirit as required by the WIC State Plan, refers all "high risk" clients to the WIC Registered Dietitian or other health provider in a timely manner as needed, provides referrals to City-County Health Department home visiting programs and other community resources as needed, completes and submits required time studies quarterly to the state WIC office, performs duties efficiently and effectively, follows all Agency and County policies and procedures, maintains and adheres to CCHD, HIPAA, County, state and federal privacy and security laws, rules, policies, guidelines and practices with regard to sensitive and confidential information, establishes and maintains professional and productive working relationships with fellow employees, supervisors and the public, participates in ongoing position related training as required or requested, assists with program outreach activities as needed.

Knowledge and understanding of: WIC State Plan, infant, child and maternal nutrition, normal pregnancy conditions and breastfeeding, Counseling techniques, motivational interviewing and community resources, recording weights, heights and hematocrits, M-Spirit, Microsoft Office including Outlook, Word, Excel and the Internet, County and Department safety policies and procedures, CCHD, HIPAA, County, state and federal privacy and security laws, rules, policies, guidelines and practices with regard to sensitive and confidential information, public health state and federal partners and resources.

Skills in: Effective counselling and observation and the ability to identify early warning signs or high-risk factors, accurate and detailed record-keeping per established WIC guidelines, working with families with diverse social

economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner, effective communication, both oral and written, in person or by telephone.

Ability to: Provide nutrition education to participants in accord with the nutrition education plan and nutrition services standards, provide certain minimum health services to participants, including but not limited to referral to and follow-up of appropriate medical care, provide guidance and direction to participants in influencing positive behavior changes regarding nutrition, remain sensitive to individuals with various social and emotional histories, be self-aware of how one's own culture may impact interaction with the families served, exercise sound judgment and decision-making skills within established policies and procedures, manage difficult or emotional customer situations, responding effectively to client's needs, navigate M-Spirit data system effectively and monitor client files as required with a high level of computer skill and experience, strictly adhere to CCHD, HIPAA, County, state and federal privacy and security laws, rules, policies, guidelines and practices with regard to sensitive and confidential information, work collaboratively with supervisors, co-workers and other individuals and agencies, Establish effective and professional working relationships with other County employees, federal and state agencies, private agencies and the general public, demonstrate excellent customer service skills, work independently and as a team member with minimal supervision, multi-task with good time management and organizational skills, adapt to changes in the work environment, manage competing demands, change approach or method to best fit the situation, deal with frequent change, delays and unexpected events, meet challenges with resourcefulness through original thinking and creativity, use logical and creative thought processes to develop solutions per written specifications and/or oral instructions, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology, communicate effectively with others in technical and non-technical terms, read, analyze, comprehend and compile information and materials, meet established timelines and or deadlines, observe required work hours and demonstrate punctuality, observe established lines of authority, proficiently operate a computer and a variety of office equipment to complete required job duties, safely operate County vehicles, perform other duties as required or assigned.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. This position is covered under MFPE Contract.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER