

Northwest Colorado Health

WIC High Risk Counselor/Registered Dietitian

General Statement of Duties:

The WIC High Risk Counselor performs professional and supervisory public health nutrition activities by delivering direct care participant services as well as participating in program planning and evaluation as assigned.

Supervision Received:

Works under the supervision of the Local Agency WIC Director.

Supervision Exercised:

May supervise the WIC Educator and/or other WIC High Risk Counselor as assigned.

Qualifications:

- Because WIC is a nutrition program, the job of the WIC High Risk Professional is ideally held by a Registered Dietitian and/or Licensed Dietitian (RD) approved by the Commission on Dietetic Registration. When a Registered/Licensed Dietitian is not available, an individual with a Bachelor of Science degree in a nutrition related field may function as the WIC High Risk Counselor with State approval.
- Individuals with the following qualification also qualify to perform the duties of the WIC High Risk Counselor:
Licensed Physicians (MD) (licensed by the Colorado Medical Board to practice in the State of Colorado),
Physician's Assistants (PA) (licensed by the Colorado Medical Board to practice under supervision of a physician in the State of Colorado), Registered Nurses (BSN or RN licensed to practice in the State of Colorado).
- *Education:* Minimum of a Bachelor of Science degree from an accredited university with major studies in foods and human nutrition or in nursing.
- *Experience:* Experience in an ambulatory care, public health, or clinical setting.

Knowledge, Skills and Abilities:

A fully functioning WIC High Risk Professional will need the knowledge, skills, and abilities listed below. In hiring for this position, a supervisor should look for persons possessing the majority of these skills:

- Knowledge of human nutrition in health and disease and its application to public health practices.
- Knowledge of nutrition needs for infants and children and women during the prenatal, postpartum, and breastfeeding stages.
- Knowledge of effective counseling and educational concepts and methods.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to develop and carry out ongoing plans for nutrition education.
- Ability to interpret scientific information for lay audiences.
- Knowledge and understanding of the high risk functions related to the Compass computer system.

- Ability to assess nutritional status, design nutritional care plans, and counsel participants toward improved diets with behavior change.
- Ability to promote breastfeeding as the optimal infant feeding choice while allowing participant choice.
- Ability to be understanding and empathetic when dealing with participants.
- Ability to prepare educational materials and prepare and deliver in service trainings.
- Ability to supervise paraprofessional/professional staff as needed to assist the WIC Director/Coordinator.

The following are responsibilities to ensure a quality WIC Program, as defined by the State WIC office:

- Interviews participants and makes thorough nutrition assessments by interpreting anthropometrics and laboratory data, health histories, medical diagnoses, physician's orders, eating habits and nutrition practices, diet assessments), and other related factors.
- Develops implements, evaluates, and follows up on participant care plans. Counsels participants and families on nutritional needs with consideration of income, cultural and religious food patterns, home facilities, educational level, and other psychosocial factors.
- Maintains participant confidentiality and ensures that participants are treated equally with respect, compassion, and empathy.
- Consults with health care providers on participants' nutritional needs, formula requiring prescription, and health concerns; makes appropriate referrals and follow up.
- Provides appropriate documentation in participant electronic charts, including participant concerns, nutrition assessment, and materials provided, nutrition education, referrals, and progress toward attaining new behavior change nutrition goals, and follow up plans.
- Counsels all high risk participants at least once during a certification period and within the required time frame.
- Determines follow up care for as long as the participant is considered high risk.
- Authorizes the use of exempt infant formulas, WIC-eligible medical foods, and individual needs for certain tailoring of WIC food packages.
- Reviews and signs as the authorized certifying professional for WIC Educators who have not completed Level I of the WIC Certification Program.
- Provides nutrition education through individual and/or group instruction to participants, professionals, and community groups.
- Helps orient, train, supervise, and evaluate WIC paraprofessionals, volunteers, and clerical staff as assigned.
- Conducts and/or assists with in service education for staff and professional groups.
- Reviews, evaluates, and/or develops nutrition education materials.
- Participates in Program planning development and evaluation; works on assigned nutrition projects.
- Acts as a resource person for nutrition information.
- Assists with outreach and public relation activities.
- Participates in monitoring electronic charts, paper files, clinic activities, nutrition education, and counseling.
- Participates in continuing education activities; attends meetings, conferences, and workshops; keeps abreast of current nutrition research as it relates to the WIC Program and participants.
- Participates in staff conferences, meetings, in service training, and State meetings.

Agency Job Description Requirements:

Requirements:

- If car is used, must provide proof of adequate insurance coverage totaling at least \$100,000.00 and valid Colorado Driver's License.
- Current Immunization history, after job offer and before job starting
- Current CPR certification according to agency policy

Physical Demands:

- Psychomotor skills to provide care, including daily and repetitive pinching, grasping, and manipulating (i.e. performing hemoglobin tests)
- Daily standing, squatting, walking, bending, and maneuvering in clinic settings which are not barrier free

Equipment:

- Daily use of telephone, copier, computer, and other office equipment
- Use of Hemacue, Scales, Measure Board, and Stadiometer

Working Conditions:

- Work environment is variable, as care is performed in clinics, or public, non-medical facilities. Lighting, acoustics, air quality, temperatures, and environmental hazards are not predictable.
- This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____

Date: _____