

## **6. POSITION TITLE: WIC HEALTH PROFESSIONAL (Dietetic Technician)**

**DEPARTMENT/SECTION:**

**REPORTS TO:**

**DATE PREPARED:**

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### **POSITION SUMMARY**

The Registered Dietetic Technician is responsible for provision of services to clients within the Women, Infants and Children (WIC) Supplemental Nutrition Assistance Program.. This position will, among other duties, assess clients for eligibility, obtain anthropometric measurements, obtain and interpret hemoglobin test, provide nutrition education and breastfeeding counseling and support, refer high risk clients to the Registered Dietitian Nutritionist (RDN), and perform other duties as required. Competency will be expected in a variety of data entry activities as required by state and federal regulations, as well as other functions to include electronic documentation. Assisting in the marketing and promotion of the program will also be expected. It will also be required that professional competencies and skills required for professional practice and registration be maintained throughout tenure.

### **PRIMARY RESPONSIBILITIES\***

#### Operations

- Determines eligibility of clients through health and nutrition screening.
- Identifies and documents nutrition risk(s) in low-risk clients and needs for nutrition education following clinic guidelines.
- Identifies and refers high-risk clients to the RDN for assessment and assignment of food package.
- Performs height, weight and hemoglobin measurements in accordance with WIC policy and procedures.
- Assigns food packages per program policy and client needs or refers to RDN or registered nurse to approve or complete risk assessment and assignment of food package.
- Promotes public health services to enhance continuity of care and foster cooperation with other community and clients.
- Receives and maintains current nutrition information and education from the WIC office or through the WIC computer program for education of clients.
- Provides breastfeeding assessment, education and ongoing client support; promotes breastfeeding as the norm for infant feeding.
- Determines a breastfeeding mother's eligibility for a breast pump, provides training and follow-up on use.
- Refers clients to a variety of health care, community service, and human service agencies.

- Performs data entry into electronic medical records systems, data searches, reporting and other functions using various information systems.
  - Collaborates with public health nursing staff and other nutrition and health care providers to provide additional health screening and preventative care services when requested.
  - Performs intake, answers phones, makes appointments, greets clients, and prepares paperwork as needed.
  - Attends WIC-sponsored training and other related nutrition conferences and shares information with other staff.
  - Establishes and maintains effective working relations with the program and organization staff, clients, and the public.
  - Monitors and evaluates for accuracy and timeliness the completion of electronic records necessary for federal and state record keeping.
  - Performs related duties as assigned.
- \* Allowed duties and responsibilities vary by state, level of education, and the needs of individual programs while being consistent with state and federal regulations.

#### Professional Interface

- Depending on responsibilities, may oversee the coordination and administration of the WIC Program, including planning, evaluating and reporting activities.
- Participates in WIC nutrition education planning and goal setting.
- Participates in staff and community meetings as assigned.
- Participates in providing supervised practice work experience for nutrition and dietetics students/interns as needed.
- Collaborates with program coordinator and RDN to promote effective communication and processes and to ensure clients' nutritional needs are met.
- Attends and participates in interprofessional teams and committees as assigned.

#### Professional Development

- Completes initial and ongoing training approved by the State agency on the provision of WIC nutrition services.
- Maintains status as a Nutrition and Dietetics Technician, Registered (NDTR) by the Commission on Dietetic Registration (CDR) via professional workshops, conferences and continuing education credits. Advances knowledge of nutrition, maternal and child nutrition, nutrition education, and other topics within the field as needed while staying abreast of current and emerging technology, to include: Microsoft Word, Excel, electronic health records, and documentation tools required for state or federal reporting.
- Applies the Revised 2017 Scope of Practice for the NDTR, Revised 2017 Standards of Practice (SOP) in Nutrition Care and Standards of Professional Performance (SOPP) for NDTRs to evaluate competence, identify areas for continuing education, and advance practice; and Standards of Excellence in

Nutrition and Dietetics for Organizations Metric Tool to measure and evaluate an organization's programs, services, and initiatives.

- Develops and implements an individualized professional development portfolio plan for professional growth and development, including participation in professional organizations and activities, workshops, seminars, and staff development programs.

## **KEY COMPETENCIES**

### Communication

- Demonstrates strong interpersonal skills and abilities to communicate effectively in both written, verbal and electronic form.
- Successfully utilizes the most effective and meaningful form of communication to express ideas and information.
- Demonstrates proficiency with Microsoft Office products used by program.

### Problem Solving

- Analyzes and resolves difficult and sensitive challenges using professional, evidence-based approaches.
- Seeks involvement from diverse perspectives and areas of the department to solve problems.

### Teamwork

- Promotes cooperation and commitment within a team to achieve goals and deliverables.
- Adapts approach, goals, and methods to achieve results in dynamic team situations.

### Adaptability

- Adapts own attitudes and behaviors to work effectively with diverse populations and situations.
- Accepts and readily adapts to changing priorities, better ideas, strategies, procedures and methods.

### Organization and Collaboration

- Organizes multiple tasks, establishes priorities, and meets deadlines for assignments and responsibilities.
- Cooperatively and effectively works with people from all organizational levels consistent with responsibilities, and builds consensus through negotiation and diplomacy.

### Customer Focus

- Demonstrates service excellence to customers, families, coworkers, other departments and the community by showing respect, honesty, fairness and a positive attitude toward all.
- Meets customer service needs quickly and effectively; takes action to review and remedy concerns.

### **QUALIFICATIONS**

#### Education/Experience

Minimum of an Associate's degree in nutrition, dietetics, or related area, granted by an accredited college or university. Completion of a dietetic technician program, or completion of required nutrition and dietetics coursework through a Didactic Program in Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics to qualify for credentialing.

WIC-training and experience in lactation counseling preferred.

#### Certification/Licensure

Nutrition and Dietetics Technician, Registered (NDTR) by the Commission on Dietetic Registration (CDR).