



**Positions Available**  
**WIC Certifying Health Professional**  
**Full-time and Part-time Positions available**

**Service Area:** WIC

**Reports to:** Director of WIC

**Salary:** Pay Grade 22-23, \$21.34-\$22.44 per hour. Dietitian or Diet Tech

Under direction of the Director of WIC, the Certifying Health Professional performs a variety of nutrition and breastfeeding related functions, including nutrition and breastfeeding assessment, counseling, certification and benefits issuance.

**Essential Duties:**

- Performs client-centered nutrition counseling/goal setting and implements individual care plans with WIC participants, assigns WIC food benefits and loads benefits to WIC card
- Assesses and documents WIC participant's nutritional risk. Diet Tech identifies, confers and refers high-risk participants to in-house Dietitians
- Performs data entry into WIC computer system in accordance with WIC program standards
- Performs breastfeeding assessment, instruction, support, referral and promotion in order to educate participants
- Performs anthropometrics such as heights, weights and hemoglobins
- Performs anthropometric and immunization assessment and counseling; collects, organizes and enters data into WIC computer system
- Acts as a resource on dietary topics for participants, staff, students, and community groups incorporating WIC program outreach following established criteria
- Enters data and runs reports from WIC system, screens participant applications for income, residency, category and identity, greets participants, answers phones and schedules appointments in order to maintain clinic flow
- Creates and shares appropriate Nutrition and Breastfeeding information on WIC's Facebook and Instagram pages

**Qualifications:** Ohio Licensed & Registered Dietitian, Dietetic Technician Registered or Dietitian with a limited permit waiting to take exam or waiting to find out results

**Working Conditions:** Occasional overtime required. Travel within Ohio required. Occasional work at night or on weekends. May come in contact with blood/body fluids

**Benefits:** Paid holidays, vacation, sick leave, public retirement system, full-time position eligible for health insurance

Submit resume and cover letter to: Human Resources, Allen County Public Health, PO Box 1503, Lima, Ohio 45802-1503 or email to [jobs@allenhealthdept.org](mailto:jobs@allenhealthdept.org)

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