

Opportunities for Chenango, Inc.

Position Available

WIC Nutritionist/Nutrition Assistant – OFC, WIC Office, wage \$17.30 hourly, 40 hours per week, includes some Saturdays.

Education/Certification and experience: Registered Nurse/BSN or Nutrition and Dietetics Technician, Registered (DTR/NDTR) or BS degree in appropriate health related field including at least 6 credits in Nutrition. Experience working with WIC preferred, valid driver's license

This position provides direct services to WIC participants and administrative functions required for the program.

Application and/or letter of intent will be accepted until 3/9/18

Please send Resume and Cover Letter:
Opportunities for Chenango, Inc.
44 W Main St
Norwich, NY 13815
Attn: Robin Tuttle
Fax: 607-336-4305 or email: rtuttle@ofcinc.org

Equal Opportunity Employer, Drug Free Environment

OPPORTUNITIES FOR CHENANGO, INC.

JOB DESCRIPTION

PROGRAM: WIC
TITLE: CPA and Nutrition Assistant
RESPONSIBLE TO: WIC Director

GENERAL DUTIES:

**Provides direct services to WIC participants.
Applies the Mission Statement and actively supports the goals, philosophy and policies of Opportunities for Chenango, Inc.**

RESPONSIBILITIES:

General Duties:

1. Acts in accordance with the OFC Mission Statement and abides by it.
2. Assists in assuring that WIC meets all Federal, New York State and local regulations.
3. Works within a team to plan and administer a comprehensive WIC Program. Assists WIC Director to complete annual LACASA in accordance with WIC guidelines. Tasks include observation of WIC staff in their duties.
4. Demonstrates a positive work ethic that recognizes all WIC families of varying socio-economic, ethnic, cultural and educational backgrounds.
5. Interacts and communicates effectively with co-workers, WIC families and community members in a professional and respectful manner.
6. Immediately reports suspected child abuse/maltreatment to WIC Director.
7. Maintains confidentiality of information regarding WIC families, staff and program issues in compliance with OFC policy, NYS laws and specifications noted in MOUs or Joint Service Agreements with other agencies.
8. Follows correct procedures when being off from work due to illness or leave time.
9. Participates in all required meetings and trainings and shares information with colleagues as appropriate.

WIC Duties:

- Provide clinic and office support to the WIC Nutritionists.
 - Set the tone for excellent customer service to participants as they enter the clinic.
 - Collect information for the nutrition assessment process, including obtaining anthropometric and hematological data, as trained.
 - Participate in breastfeeding promotion and support.
 - Complete issuance of food packages that do not require medical documentation, once prescribed by the WIC Nutritionists.
 - Provides referrals to health and social services and document follow-up.
 - Identify and refer participants to the WIC Nutritionists.
 - Assist WIC Nutritionists in planning and evaluating participant-centered nutrition education.
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- Conduct a complete nutrition assessment, determine nutrition risk and enroll participants.
 - Conduct a BF assessment. Provide participant centered counseling that helps a mother initiate BF, establish a milk supply, exclusively BF and continue breastfeeding.
 - Address common BF concerns and issue breast pumps.
 - Document nutrition services provided, including referrals and follow-up to referrals.
 - Prescribe, tailor, authorize, issue and re-issue all food packages.
 - Review and approve all formula requests requiring medical documentation in consultation with the Health Care Provider.
 - Identify the need for an individual care plan and refer to Qualified Nutritionist, as appropriate.
 - Carry out High Risk Care Plans established by the QN and provide participant centered counseling for HR participants. Work in conjunction with the QN to ensure continuity of care and to decide when the HR CP can be closed.
 - Provide and document participant centered nutrition education/counseling (individual/family sessions and facilitated group discussions) for participants.
 - Ensures that referrals for lead testing and immunizations are performed.
 - Track participant's progress and documents outcomes.
 - Develop, conduct and evaluate nutrition training for LA staff in nutrition education topics.
 - Provide guidance to Nutrition Assistant staff in collecting nutrition assessment data.
 - Orient, train and mentor Nutrition Assistant staff.

MINIMUM QUALIFICATIONS:

1. Registered Nurse (RN) with a Bachelor's Degree.
2. Nutrition and Dietetics Technician, Registered (DTR/NDTR).
3. Bachelor's Degree in an appropriate health-related field with at least 6 in nutrition.
4. Experience in WIC Program is beneficial.
5. Valid NYS Driver's license.
6. Ability to be contacted.

ADA REQUIREMENTS:

Ability to see – near and far.

Ability to lift 30 pounds.

Ability to reach, type, sit and stand.

Ability to hear normal sounds.

100% time allocated to WIC Program – 1 FTE