

WINONA COUNTY CLASSIFICATION DESCRIPTION

Classification: Nutritionist/WIC Nutritionist

Characteristics of Class:

Under general direction of the Health and Human Services Supervisor, an employee in this class assists in the implementation of the Women, Infants, and Children (WIC) Program for the Public Health Nursing Agency in accordance with the policies established by the Winona County Community Health Board. The Nutritionist will provide assistance in determining the eligibility of applicants; conducting the elements of health screening and dietary evaluation; assisting in the development and implementation of nutrition education plans; assisting in analyzing nutritional needs, and the effectiveness of the nutritional delivery program.

Supervisory Controls:

Work is performed under general direction and according to established guidelines. The employee exercises considerable independent judgment in implementing work methods, setting priorities, and choosing procedures to follow. Work is reviewed periodically to assure conformance and to measure results.

Examples of Duties:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties, which may be found in positions of this class.

- Assists in the planning, development, and implementation of the County WIC Nutrition Education Plan per state guidelines.
- Evaluates applicant's nutrient intake and health status in consideration of medical data; to establish criteria for participation.
- Provides nutrition consultation to WIC program participants, Public Health Nurse staff, and other interested persons as needed.
- Certifies WIC participants per program guidelines to maintain program eligibility.
- Maintains written clinical evaluations of WIC participants by using medical and dietary assessments.
- Develops individual nutrition care plans for participants based on risk criteria.
- Distributes WIC benefits to program participants.
- Utilizes program data and statistics to evaluate program outcomes and delivery.
- Develops and provides nutrition education for WIC participants.
- Conducts anthropometric (i.e. height, weight, hemoglobin) elements of health care screening.
- Refers participants and applicants to appropriate community resources.
- Assesses participant immunization status and development skills.
- Assists in coordination of nutrition displays and information provided by staff and food program consultants.
- Any other duties as assigned.

Required Knowledge, Skills, and Abilities:

Any combination of training and experience which provides the following knowledge, skills, and abilities.

For Full Performance:

- Experience in nutrition management and family life skills.
- The ability to assume responsibility, teach and coordinate, communicate effectively about the program within the agency, community, and with individual clients.
- Ability to work with others. The WIC Nutritionist will be working with many people of varying backgrounds and responsibilities. They need to be able to work effectively as a member of a health team concerned with total client care.

For Pre-Employment:

- A current license to practice as a Public Health Nurse, or a Registered Dietitian, or a Bachelor's Degree in Nutrition.
- One-year nutrition experience is preferred.
- Ability to work a flexible work schedule is necessary.
- Must possess and maintain a valid driver's license.
- Intermediate computer skills with experience working in electronic health records.
- Ability to communicate effectively with people of varying backgrounds.

Safety and Training Requirements

The County expects each individual employee to cooperate in every respect with the Safety Program so that the operations may be carried on in such a manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with OSHA regulations, the Winona County Personnel Policies and Procedures Manual, the countywide safety rules, department safety rules, and specific job training.

Behavior Standard

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

February 13, 2025 | 11:32 AM EST

Date Approved

Signed by:

Maureen L. Holte

County Administrator

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

6	hours a day sitting
1	hours a day standing
1	hours a day walking
	hours a day kneeling
	hours a day stooping
1	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
40	pounds lifted waist high
20	pounds lifted shoulder high
	pounds lifted above the head
pounds are...	
X	pounds are carried alone
X	pounds are carried with someone else
100	distance weight must be carried (feet)
	pounds are pushed
X	pounds are pulled
X	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	computer/electronic equipment
	hand tools
	electric tools
X	manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
	X	taste
X		smell
X		touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading		analyzing data
X	writing	X	searching for solutions
X	basic arithmetic		creating methodologies
X	mathematics		conducting research
X	weighing and/or measuring	X	managing resources
X	visualizing conclusions		evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are:

6	hours a day spent working under time pressure
2	hours a day spent working rapidly
98	% of time spent indoors
1	% of time spent outdoors
1	% of time spent in an automotive vehicle
92	% of time spent at a desk, bench or window
75	% of time spent in an office or control room

X	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
	The condition of the air is dusty/dirty
	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke etc.

X	The noise level is normal
	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
	The surface of the working environment is sloping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments: