

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: SEPTEMBER 24, 2014

REVISED: NOVEMBER 26, 2014

OPEN UNTIL FILLED

DEPARTMENT: Health & Emergency Services

POSITION: WIC Nutritionist (Staff Nutritionist)

LOCATION: Payson

JOB CODE: 14-073

ANNUAL SALARY: \$37,174.00-\$39,963.00 DOE

PURPOSE OF THE JOB

The purpose of this job is to track, evaluate, and educate mothers and families on pregnancy, infant growth and development through the age of five and healthy diet and exercise.

This position is responsible for tracking women throughout their pregnancy and offering them healthy foods, vitamins, and education so they can have a successful pregnancy. This position charts and follows the child from birth to the age of five, helping families understand physical and developmental changes and provide tips, educational handouts and resources.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% OF TIME SPENT
• Provides client services through motivational interviewing.	10%
• Charts client files so that there is a smooth continuation of care throughout a families time on WIC.	20%
• Certifies and provides supplemental food boxes for senior citizens.	30%
• Connects doctors and healthcare providers, approves scripts, and forms relationships with other resources in the community for maintaining the ability to be a reliable source for client services.	20%
• Provides general assistance to the Nutrition Services Manager; and participates in public forums and community events including health fairs.	20%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

Reviews, edits and approves for submission department level and project level budget.

PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved limits for employee training; process improvement; and organizational development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures, responds to public inquiries, participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memo, emails, reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year).

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MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Foods and Nutrition, Public Health or a related field.

MINIMUM YEARS OF EXPERIENCE REQUIRED

Two (2) years experience providing community nutrition services; or equivalent combination of education, training and experience; valid Arizona Driver's License.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

None

KNOWLEDGE REQUIRED

Clerical, customer and personal service, Incumbents in this position must have knowledge of breastfeeding and lactation problems.

SKILLS REQUIRED

Active listening, critical thinking, customer service, public speaking (large groups), problem recognition, problem solving, and troubleshooting.

ABILITIES REQUIRED

Ability to solve problems through deductive reasoning, focus, multi-task, maintain mental response and quickness, maintain calm demeanor in stressful situation.

PHYSICAL DEMANDS

- Rarely stands to present and to attend to customers.
- Regularly sits to complete report, operate computers, complete a program and attend to other duties. Occasionally sits to attend to reception areas.
- Occasionally lifts under 10 lbs., occasionally lifts up to 50 lbs.

WORK ENVIRONMENT

Typically works in an office environment. Occasionally spends time in lobby environment and automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are routinely exposed to bloodborne pathogens.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Incumbents in this position are constantly required to utilize plastic rubber gloves.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.