



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Registered Dietitian – WIC Program Manager**
Schedule: **Full Time**
Department: **City-County Health Department**

Salary: **\$ 24.39 per hour DOE**
Closing Date: **Open Until Filled**
Dept. Administrator: **Trisha Gardner**

Education/Experience/Training:

- Registered Dietitian with the Academy of Nutrition and Dietetics and has a Nutritionist License in Montana or the ability to secure Montana licensing within 6 weeks of hire.
- Minimum of 1-year Dietitian/Nutritionist experience **required**, preferably serving the underserved population.
- The Registered Dietitian must maintain professional credentials and maintain licensure in good standing with the Commission on Dietetic Registration and the State of Montana Department of Labor and Industry;
- WIC experience is preferred but not required.

Certifications:

- Registered Dietitian with the Academy of Nutrition and Dietetics;
- Valid Driver's License issued by the State of Montana or the ability to obtain within 30 days of hire.

POSITION DESCRIPTION

The Registered Dietitian – WIC Program Manager (Manager) at the City-County Health Department (CCHD) works in the Family Health Services Division and is primarily responsible for nutrition assessment and counseling, breastfeeding and nutrition education to high risk individual participants and groups within the parameters of Montana Women, Infant and Children (WIC) Program Policy and Maternal Child Health (MCH) Program. This position promotes and supports breastfeeding, provides program outreach and makes referrals to community services, serves in the role of the Nutrition Coordinator for the clinic, ensures all nutrition related training needs are met by staff, prepares nutrition, outreach and breastfeeding plans, coordinates, engages in outreach to the community to promote the WIC Program to increase participation, participates in quality improvement for CCHD's WIC Program, develops and implements a nutritional care plan in accordance with the parameters/conditions set forth in the Montana WIC State Plan for high risk MCH clients who are not on the WIC Program but are receiving Medicaid targeted case management services and performs other duties as assigned or required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Provides initial WIC client assessments, certifies eligibility and develops nutrition care plans with client-centered goals and monitors client's progress towards those goals, provides medical nutrition therapy as per referral including assessment of special formula needs for high risk infants and children, coordinates client services and referrals with appropriate agencies, participates as a productive and contributing member of the Family Health Services Leadership Team, assesses and evaluates WIC staff and provides such assessments and evaluations to the Division Manager, participates with Division Manager in hiring and, if necessary, discipline/corrective action process with WIC staff, participates in case plan reviews and interdisciplinary team meetings, develops and/or approves nutrition education materials and provides nutrition classes for clients, provides initial counseling to all high-risk participants, provides guidance and direction to clients to influence positive behavior changes regarding nutrition in an effective and sensitive manner, devises effective solutions to situations encountered based on the general goals and objectives of the program and CCHD, coordinates plans for services and nutrition interventions with nurses, medical providers and other professional workers concerned with the individual and/or Family Health Services, in conjunction with the Division Manager, trains WIC staff to CCHD and WIC State Plan protocols, including but not limited to, conducting non high-risk assessments and counseling and nutrition education and nutrition services training, participates in health fairs and community coalitions representing CCHD, WIC nutrition and other programs, assists Family Health Services Outreach Coordinator with WIC specific outreach needs, conducts presentations on WIC nutrition programs to local providers and agencies, completes annual Nutrition Education Plan, completes annual Civil Rights training and other required WIC training, participates in completing and evaluating CCHD policies and procedures, participates in regular file reviews to evaluate compliance and develops strategies to improve documentation, promotes breastfeeding and supports Breastfeeding Peer Counselor, completes quarterly time studies as required by WIC, participates in CCHD's quality improvement and accreditation efforts, maintains and adheres to CCHD, Health Insurance Portability and Accountability Act (HIPAA), County, state and federal privacy and security laws, rules, policies, guidelines and practices with regard to sensitive and confidential information, maintains good attendance and flexibility to adjust work schedule to meet client and CCHD needs, performs other duties as required or assigned.

Knowledge and understanding of: Infant, child and maternal nutrition, pregnancy conditions and breastfeeding; nutrition assessment and counseling; counseling techniques and motivational interviewing; supervisory methods and techniques; local community resources; WIC State Plan; M-Spirit, Tableau, Microsoft Office (Outlook, Word, Excel, Internet), Health District Information System (HDIS) and/or other internal data, billing and referrals systems; HIPAA Privacy and Security rules and regulations; CCHD and County safety and security rules and procedures.

Skills in: Maintaining a high level of computer knowledge and experience; effective and professional communication, written, oral, in person or by telephone; accurate and detailed record-keeping according to pre-established WIC and MCH guidelines; conducting staff training; facilitating community nutrition classes and developing meal plans.

Ability to: Provide nutrition education to participants in accordance with the nutrition education plan and nutrition services standards; provide certain minimum health services to participants, including but not limited to, referral to and follow-up of appropriate medical care; provide guidance and direction to participants in influencing positive behavior changes regarding nutrition; provide effective counselling and observation skills with the ability to identify early warning signs or red flags for nutrition risks; navigate M-Spirit and HDIS effectively and monitor client files as needed; proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties; adhere to HIPPA and maintain strict confidentiality and compliance with multiple privacy and security rules; work collaboratively with management, co-workers, multiple agencies or organizations; interact with the public or other employees in a professional, respectful and courteous manner; practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations; multi-task and maintain concentration during frequent interruptions and meet challenges with resourcefulness through original thinking and creativity; understand and follow oral and/or written policies, procedures, and instructions; occasionally travel for delivery of services in a four-county area and for state-wide trainings, establish and maintain effective working relationships with other County departments, employees, federal and state agencies, private agencies, and the public; communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely; remain flexible and meet established timelines and/or deadlines; adapt and respond appropriately to changes in the work environment, delays and or unexpected events or crisis, manage competing demands by changing approach or methods to best fit the situation; employ and enforce safety practices and procedures; observe established lines of authority; identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements; practice interpersonal communication and conflict resolution; work independently and as a team member with minimal supervision; demonstrate a strong work ethic to achieve academic and professional goals; organize and prioritize tasks and work environment to maximize efficiency; demonstrate punctuality and observe established work hours; make independent decisions, accept responsibility and be self-motivated.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER