

Portage County Combined General Health District

JOB POSTING



Position:	Health Professional 2 (Registered Dietitian)
Division:	Community Health Division
Classification:	Full Time; Non-Exempt – 120 days probationary period.
Work Schedule:	Monday – Friday 8am- 4:30pm: May require some weekend and evening work.
Salary Range:	\$24.00- \$28.00 per hour. Commensurate with experience.
Reports To:	Cynthia Hilbish, WIC Supervisor

The Portage County Health District’s Mission is to **promote** public health, **prevent** disease, and **protect** the environment, utilizing leadership and partnership to empower individuals and communities to achieve optimal health.

Portage County Combined General Health District benefits:

- Schedules to support a work/life balance.
- Vacation, 13.5 Holidays, Personal Days, Sick Leave and Compensatory Time.
- Longevity Pay after 6 months and annually thereafter.
- Robust benefits including medical, dental, vision, an employee assistance program and more!
- Life insurance, short- and long-term disability options are also offered.
- OPERS retirement system for State of Ohio employees. The employee contributes 10% of their salary and PCHD contributes 14% of the employee’s salary. Visit the OPERS website for more information.
- Employee Wellness Programs
- Tuition Reimbursement, and much more!

Job Description:

- **WIC Clinic Duties:** Provides nutrition education and counseling, breastfeeding education and support to individuals and groups; completes nutrition and anthropometric assessments; determines supplemental food and formula packages; assigns proper risk codes and completes chart documentation accordingly; utilizes WIC certification system functions correctly; develops behavioral objectives and nutrition care plans; initiates health and social service agency referrals; develops nutrition education materials; maintains confidentiality and adheres to policies and procedures; adheres to mandated reporter laws; completes WIC Clinic Assistant duties it assist with clinic flow as needed.
- **Non-Clinic Duties:** Participates in community outreach; maintains current dietetic and breastfeeding knowledge and skills for optimal service; stays current with state and local updates including WIC Policy and Procedure, WIC All Projects Letters (APL), meeting minutes and other pertinent materials. Maintains computer skills.
- **Other duties as assigned.** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Organizational Duties:

- Complete WIC-required trainings: New Health Professional Training, System Security Training, Conflict of Interest, Civil Rights, Grow and Glow, VENA, ASBI, Depression training.
- Participate in quality improvement team projects and quality improvement training initiatives as applicable/ required and incorporate the principles of quality improvement into daily work activities.
- Participates in public health emergency activities as needed.
- Incident Command System/National Incident Management System training.
- Attend and participate in agency training, events, and activities.
- Gathers and organizes documents to satisfy public records requests or other reporting obligations.

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Qualifications:

- Bachelor's degree in nutrition and Dietetics is required.
- Licensed Dietitian (LD) in the State of Ohio. Recent graduate with Limited Permit to practice dietetics in Ohio may be considered.
- Registered Dietitian preferred (RDN or RD).
- Experience in maternal and child nutrition, including breastfeeding education preferred.
- Valid driver's license and auto insurance.
- Fulfill ongoing educational requirements to uphold licensure and registration.
- Proficiency in Microsoft Office applications.
- Demonstrate adeptness in written and verbal communication.
- Deliver unwaveringly superior customer service.
- Must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

Pre-Employment Testing Requirements:

Criminal Background Check and Pre-employment Drug Testing

Work Environment:

WIC is a fast-paced and typically noisy environment, due to the high volume of participants served. General office setting in the Health District facility requiring sedentary to light work which may include sitting, walking, climbing, reaching, standing, talking, and listening with occasional exposure to adverse environmental conditions. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and other office equipment. While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Apply:

Join our dedicated and mission-driven team at the Portage County Combined General Health District.

Interested applicants should submit the following:

1. Resume
2. Cover letter
3. [PCHD Employment Application](#)

Deadline for Applying: Open until filled.

All applicants offered positions with PCHD must submit to and pass a background check and drug screen before beginning work. Applicants with disabilities may contact Sarah Meduri, Director of Personnel and Administrative Services at Smeduri@portagehealth.net or 330-296-9919 ext. 109 to request and arrange accommodations.

Date Posted: April 22, 2024

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