

Portage County Combined General Health District



Community Health Job Posting

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| Position: | WIC Dietetic Technician |
| Division: | Community Health Division |
| Classification: | Full-time; Non-Exempt. 1-year probationary period |
| Location: | WIC Clinic, Columbiana County (Lisbon location) |
| Work Schedule: | Monday- Friday: 8am-4:30pm. May require some weekend and evening work. Evening clinics twice monthly: 10:00am 6:30pm. |
| Salary: | \$20-24 per hour |
| Reports To: | WIC Supervisor |

Position Summary

The WIC Dietetic Technician supports maternal and child health by providing nutrition education, certification services, and participant support for the Women, Infants, and Children (WIC) Program. This role helps families access nutritional resources, breastfeeding support, and community services that improve health outcomes.

Job Description

WIC Clinic Duties:

- Provide comprehensive nutrition education and counseling, including breastfeeding education and support, to individuals and groups.
- Complete nutrition and anthropometric assessments, determine supplemental food and formula packages, assign risk codes, and complete chart documentation in adherence with WIC policies.
- Develop individualized behavioral objectives and nutrition care plans, referring participants to appropriate health and social service agencies as needed.
- Develop and maintain educational materials to support nutrition and breastfeeding education.
- Maintain confidentiality and adhere to all WIC policies, procedures, and mandated reporting laws.
- Clerical (client intake): Provide services for WIC certification including the initiation of WIC application process, screen participant applications for income, residency, category, physical presence and identity; issue benefits; answer telephones; perform scheduling, run data reports; greet and register participants for clinic services.
- Clerical (administrative / non-intake): Maintain charts, complete participant transfers, maintain records in accordance with records retention requirements.
- Laboratory/Clinical: Perform clinical procedures including height/length, weight measurements, and laboratory (hemoglobin) screening. Refer WIC participants to community or health services, as needed.
- Utilize various computer applications, including email, social media platforms, and the WIC Certification System, to support participant education and communication.

Non-Clinic Duties:

- Participate in community outreach activities to increase program visibility and participant engagement.
- Stay current with state and local updates, including WIC Policies and Procedures, WIC All Projects Letters (APL), and meeting minutes.
- Maintain professional competencies through ongoing training in dietetics and breastfeeding education to ensure optimal service delivery.
- May be required to operate a vehicle for job-related tasks.
- 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 all WIC-required training, including New Health Professional Training, WIC Support Staff training, System Security Training, Conflict of Interest, Civil Rights, USDA Breastfeeding Curriculum, VENA, and Depression Training.
- Participate in quality improvement team projects and training initiatives, incorporating quality improvement principles into daily work activities.
- Participate in public health emergency response activities as needed, including roles within the Incident Command System/National Incident Management System.
- All health district employees have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Portage County Combined General Health District Emergency Response Plan.
- Attend and participate in agency-sponsored training, events, and activities.
- Gather and organize documents to fulfill public records requests and other reporting obligations.
- Participate in organizational activities that support and enhance agency accreditation.
- Maintain reasonable and reliable attendance to meet organizational needs and objectives.

Minimum Requirements:

- Associate degree in nutrition, dietetics, or related field from an accredited college or university required.
- Completion of a dietetic technician program accredited by ACEND preferred, or Bachelor's degree in nutrition, dietetics, or related field from an accredited college or university.
- Experience in maternal and child nutrition, including breastfeeding education, preferred.
- Maintain continuing education requirements to sustain licensure and/or registration.
- Proficiency in Microsoft Office.
- Ability to learn WIC Certification System.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent written and verbal communication skills.
- Strong organizational and time-management skills, with the ability to manage multiple projects and meet deadlines.
- High level of customer service skills, with the ability to interact professionally with internal and external stakeholders.
- Valid driver's license and auto insurance.
- Must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

Work Environment and Physical Demands:

General office setting in the WIC clinic, requiring sedentary to light work which may include sitting, walking, climbing, reaching, standing, talking, and listening with occasional exposure to adverse environmental conditions. Work performed in the community may subject some positions to adverse weather conditions and challenging interactions with off-site locations and community members. Some travel may be required; reliable transportation, a valid driver's license, and current auto insurance are required, along with the ability to maintain insurability under the health districts' vehicle insurance policy. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is regularly required to talk or hear. 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. Work performed in this position may be subject to challenging interactions with community members. WIC is a fast-paced and typically noisy environment, due to the high volume of participants served.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Pre-Employment Testing Requirements: Criminal Background Check and Pre-employment Drug Testing

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.

Apply:

Interested applicants should submit the following:

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

Deadline for Applying: Open until filled.

Posted: February 23, 2026