

Portage County Combined General Health District

JOB POSTING



Position: WIC Dietetic Technician OR Health Professional 2 (Registered Dietitian)
Division: Community Health Division (WIC Program- Ravenna)
Classification: Full Time; Non-Exempt (Classified), with a one-year probationary period.
Work Schedule: Monday – Friday 8am- 4:30pm; may require some weekend and evening hours.
Evening clinics are held twice monthly: **10:00am 6:30pm.**

Salary Range:

Dietetic Technician: \$20.00 – \$24.00 per hour
Registered Dietitian (Health Professional 2): \$24.00 – \$28.00 per hour
Compensation based on qualifications and experience.

Reports To: WIC Supervisor

Position Summary:

The Portage County Health District is seeking a Dietetic Technician or Registered Dietitian to support the Women, Infants, and Children (WIC) Program at our Ravenna location.

This position provides comprehensive nutrition services including education, certification, breastfeeding support, and participant care. The role supports maternal and child health by helping families access nutritional resources and improving health outcomes through individualized care and community connections.

The ideal candidate is detail-oriented, collaborative, and committed to delivering high-quality, client-centered care in a fast-paced public health environment.

Job Description:

WIC Clinic Duties:

- Provide comprehensive nutrition education and counseling, including breastfeeding education and support, to individuals and groups.
- Perform clinical procedures including height/length, weight measurements, and laboratory (hemoglobin) screening.
- 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.

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- Utilize various computer applications, including email, social media platforms, and the WIC Certification System, to support participant education and communication.
- 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.

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 training: New Health Professional Training, System Security Training, Conflict of Interest, Civil Rights, VENA, USDA Breastfeeding Curriculum, 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.

Qualifications:

For Dietetic Technician:

- Associate degree in nutrition, dietetics, or related field required
- Bachelor's degree or ACEND-accredited dietetic technician program preferred

For Registered Dietitian (Health Professional 2):

- Bachelor's degree in Nutrition and Dietetics required
- Licensed Dietitian (LD) in Ohio required (or Limited Permit eligible)
- Registered Dietitian (RD/RDN) preferred

Additional Qualifications (Both Roles):

- 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.
- Maintain regular and reliable attendance to meet organizational needs and objectives.
- 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.

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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, Motor Vehicle Record 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 to PCHD@portagehealth.net:

1. Resume
2. Cover letter
3. PCHD Employment Application

Date Posted: April 17, 2026. Open until filled.