Notice of Job Vacancy

DATE: January 28, 2022

POSITION: WIC Staff Nurse CHP/Public Health Nurse or Nutritionist I/II CHP

DEPARTMENT: Health Department

TERMS OF EMPLOYMENT: Part-time or Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: See attached job description

DESired REQUIREMENTS: Current Illinois License as a Registered Nurse or Registered Dietician with a BS or MS in nutrition sciences dietetics, community nutrition or public health nutrition. Experience or course work in maternal and child health or nutrition education is a plus. Must have a valid driver's license and proof of insurance.

STARTING SALARY: $44,714

APPLICATION PERIODS: January 28 – February 3, 2022 (Internal)  
February 4, 2022 – until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources Director  
Vermilion County Board Office  
201 N. Vermilion Street, 2nd Floor  
Danville, IL 61832  
njboose@vercounty.org

Applications available at www.vercounty.org

EEOP Utilization Report available for public viewing at www.vercounty.org

AA/EOE
Vermilion County Health Department
Job Description: Revised 12/08/2021

**Nutritionist I/II – Competent Professional Authority – WIC**
Supervisor: Program Coordinator – WIC

**Distinguishing Features of Work:**

With specific direction and routine supervision from the WIC Coordinator, performs professional health and nutrition screening assessments/procedures and evaluates findings to establish certification qualifications for client participation in the WIC Program in accordance with specific program policy and procedures set by the State of Illinois WIC Program. Refer clients to related MCH/community services when appropriate. This position is a professional job that requires the employee to exercise appropriate discretion and judgment in the performance of the assigned duties and responsibilities.

**Basic Duties and Responsibilities:**

- Obtains anthropometric measurements for WIC clients in accordance with WIC Program guidelines and in conformance with recognized nursing techniques/procedures and administrative policies of the local health department.
- Obtains and revises an accurate and thorough health history on all WIC clients at each certification visit.
- Evaluates dietary pattern and feeding practices utilizing the I-WIC Assessment system, or with other electronic systems utilized by WIC.
- Collects information and performs appropriate health/nutrition assessments in a non-judgmental manner.
- Documents plans for intervention and follow-up.
- Maintains client confidentiality at all times.
- Uses anthropometric data, health history and evaluation of dietary pattern to identify medical and nutritional risks and provides appropriate nutrition education/counseling and planning for next scheduled visits.
- Provides client specific nutrition counseling and assists client in setting goals for improvement in nutrition status.
- Promotes and supports breastfeeding as the normal and expected method of infant feeding and supports the WIC philosophy for achieving breastfeeding success.
- Conducts nutrition education sessions for clients in group setting and conducts health education projects such as health fairs pertaining to program area.
- Refers clients as appropriate for other MCH and community services.
- Maintains and updates clinical records of program clients as outlined by WIC program guidelines, including the loading of EBT cards.
- Participates in the evaluation and reporting activities regarding the nutrition education plan at necessary intervals.
- Attends and participates in continuing education programs to update clinical knowledge and skills.
- Provides experiences in the clinic setting for health care students as assigned.
- Maintains contact with supervisor
- Performs other duties as assigned.

**Required Education and Experience**

- A Registered Dietitian with proof of current registration with the Commission on Dietetic Registration; or
- A non-registered nutritionist/dietitian who has a Baccalaureate or Master’s degree in nutrition sciences, dietetics, community nutrition or public health nutrition; or
- A registration-eligible dietitian who has received written approval from the Commission on Dietetic Registration to take the registration examination but has not completed it; or
- A graduate of a four-year Baccalaureate degree in Home Economics with at least 20 semester hour credits in food and nutrition, preferably including coursework in maternal and child nutrition, lactation, nutrition assessment, interviewing and counseling. A Home Economist may act as a Competent Professional Authority only under the supervision of a Registered Dietitian, Nutritionist or Registered Nurse.

**Required Skills, Knowledge and Abilities**

- Requires knowledge of organization, content and goals of the public health program.
- Requires knowledge of social, cultural and economic problems of individuals and families as they apply to public health nutrition.
- Requires knowledge of applicable laws, ordinances, rules and regulations pertaining to WIC program areas.
- Requires extensive knowledge of community health and the health care delivery systems.
- Requires extensive knowledge about the health and developmental needs of infants and children.
- Requires the ability to respect and readily adapt to a variety of client and family situations.
- Requires the skills and ability to effectively communicate and establish effective working relationships with co-workers, associated professionals, client families and the general public.
- Requires basic knowledge and ability in the operation and utilization of microcomputer hardware and software for word processing and database management.
- Requires the ability to work productively within an independent work setting.
- Requires the ability to be flexible in meeting work demands.
- Requires the ability to adapt to special situations such as illiteracy or language barriers with clients and/or client families.
- Requires the skills necessary to present ideas clearly and concisely, both verbally and in writing.
Nutritionist I/II – CHP – WIC
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- Requires the ability to speak, read and write in English.
- Requires excellent organizational skills.

Job Demands:

- Requires the employee to recognize and respect the confidentiality of all client or patient records, as well as, the confidentiality and/or privacy of co-workers records.
- Requires the delivery of all services in a tolerant, objective and consistent manner.
- Must follow oral and written direction with little assistance.
- Requires a valid drivers license
- Requires a reliable motor vehicle for work related travel.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds. Specific vision abilities required by this job include ability to adjust focus. Requires repetitive hand motion. Requires the ability to tolerate high noise level.
Vermilion County Health Department
Job Description: Revised 12/08/2021
Staff RN/PHN – Competent Professional Authority – WIC
Supervisor: Program Coordinator – WIC

Distinguishing Features of Work:

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Basic Duties and Responsibilities:

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- Provides experiences in the clinic setting for health care students as assigned.
Maintains contact with supervisor.
Performs other duties as assigned.

**Required Education and Experience**

- A certification of graduation from a school of nursing approved by the Department of Professional Regulation.
- A current Illinois license as a Registered Nurse by examination.
- Preference may be considered for persons qualified as a Public Health Nurse or with a BSN.
- At least one year of clinical experience in a medical setting, preferable in pediatrics or obstetrics.
- It is strongly recommended that RN’s have experience or course work in maternal and child health and in maternal and child nutrition, nutrition assessment and nutrition education.

**Required Skills, Knowledge and Abilities**

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