Jefferson County
Position Description

Name: **Department:** Health

Position Title: WIC Registered Dietitian **Pay Grade:** 9 **FLSA:** Non-exempt

Date: November 2026 **Reports To:** WIC Project Supervisor Director

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Purpose of Position

The purpose of this position is to provide nutritional and breastfeeding education to Women, Infants and Children (WIC) in Jefferson County, nutrition consultation for Head Start, and breastfeeding coordination/supervision of the Breastfeeding Peer Counselors.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assesses and evaluates WIC participants' health and diet. Determines nutrition risk factors, educates participants, counsels for behavior change, prescribes appropriate food package, and collects and analyzes anthropometric measurements.
- Determines participants' program eligibility and refers WIC participants to other local providers and programs.
- Functions as nutrition expert for WIC staff. Remains up to date on health and nutrition topics, and counseling and education methods.
- Acts as WIC Breastfeeding Coordinator and Designated Breastfeeding Expert (DBE) by maintaining knowledge and skills to assess, counsel and educate WIC mothers; promoting and supporting breastfeeding initiation; and collaborating with hospital lactation specialists and breastfeeding coalition.
- Supervises the Breastfeeding Peer Counselor Program; provides technical supervision and support and assigns caseload to WIC Breastfeeding Peer Counselors; and conducts and/or monitors breastfeeding classes.
- Provides education and training for participants, staff, nursing, and dietetics students.
- Serves as the Jefferson County Head Start Program nutrition consultant, including providing staff and family nutrition education, menu and meal pattern guidance, and nutrition care planning for special diets.
- Conducts community outreach activities.
- Participates in ongoing training, department meetings, in-services and seminars.
- Demonstrates dependable attendance.
- Complies with WIC confidentiality and ROSIE security policies and procedures, and County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Practices competent motivational interviewing techniques, if applicable
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- None.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Dietetics, Food and Nutrition, or related field with one-year related experience.

Preferred Training and Experience Required to Perform Essential Job Functions

- Master's degree in Dietetics, Food and Nutrition, or related field plus one to two years of experience; or equivalent combination of education and experience.
- IBCLC Credential – International Board Certified Lacation Consultant
- 1+ years of work experience with the WIC program, public health, maternal and child health and lactation.
- Bilingual in English and Spanish.

Other Requirements – Certificates/Licensures

- Registered Dietitian Nutritionist (RDN) by Academy of Nutrition and Dietetics' National Commission on Dietetic Registration (CDR) (or registration eligible with passing exam within 3 months of hire).
- Certified Dietitian (CD) by State of Wisconsin.
- Must complete WIC Breastfeeding Curriculum training, Levels 1-4, within 12 months of hire.
- CPR certified.
- Valid driver's license.

Knowledge, Skills, Abilities

- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out one's duties.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern releases of health care information, patient consent.
- Knowledge of current epidemiological data analysis and surveillance methods used in the management of communicable and infectious disease.
- Knowledge of the information and techniques needed to diagnose and treat nutrition issues.
- Knowledge of the principles, practices and theory of public health nutrition, especially in the areas of maternal, infant and early childhood nutrition.
- Skill in providing nutrition assessment, counseling and education with clients, especially in the area of motivation interviewing.

- Skill in working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

Breastfeeding Peer Counselors

Physical Demands

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. Position may be exposed to bloodborne pathogens and communicable diseases.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Date

_____ _____

Supervisor Date

_____ _____

Human Resources Date

_____ _____