



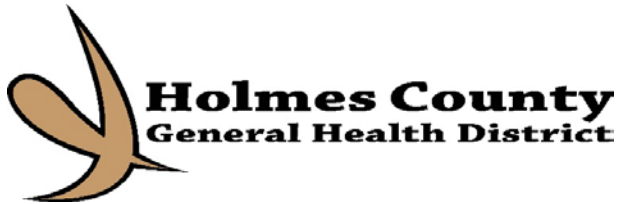
March 29, 2023

### **Women, Infants and Children Health Professional**

The Holmes County General Health District is actively seeking a qualified candidate for the full time position of Health Professional. Under the general supervision of the WIC Director, and the Director of Nursing, the Health Professional develops assessed nutrition risk, provides nutrition education and counseling, breastfeeding support to WIC participants, health department clients and community agencies. This position is responsible for appropriate documentation of patient records.

#### **Essential Duties:**

- Determine program eligibility for applicants, completes anthropometrics on participants, does screening for lead, immunizations, alcohol, smoking, drug and post-partum depression making appropriate referrals to healthcare providers. Educates patients on health-related issues such as nutrition, breastfeeding, immunizations, family planning, sexually transmitted disease, child development and pregnancy.
- Provide basic breastfeeding information and support to pregnant and breastfeeding women including but not limited to: benefits of breastfeeding, overcoming common barriers, getting a good start with breastfeeding, weight checks, latch assessments, and preventing and handling common breastfeeding concerns. Make referrals to IBCLC or Healthcare provided when needed.
- Respect all clients by keeping information confidential.
- Contributes to the development, implementation and improvement of program goals and objectives.
- Maintains and review charts to ensure all necessary paperwork is completed; ensures the follow up of telephone triage notes; completes paperwork needed to comply with grant requirements.
- Designs quarterly nutrition education displays, bulletin boards, handouts, articles, etc. Is the back instructor for the infant Feeding Class.
- Is familiar with community resources and services; makes referrals to other health or social services programs clients may be eligible for such as: Help Me Grow, CMH, Head Start, Early Intervention, Immunizations, etc.
- Provides counseling to breastfeeding mothers and provides reference and other information related to breastfeeding issues.
- Participates in outreach activities such as writing letter and articles, attending health fairs, attending county fairs, etc.
- Reviews and keep apprised of WIC Program Policies and Procedures, nutrition education materials and other such literature or developments in the field.
- Maintains required licensure and certifications; maintaining required continuing education hours; attend all required state and local trainings. Must be accountable for time and travel.
- Supports Nursing Services and the HCGHD in outreach, meetings the goals of agency's strategic plan and meeting the goals for the community health improvement plan.



- Maintains appropriate office and educational supplies using agency/program policy and procedure.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**Qualified candidates must possess:**

Must have an associate's or bachelor's degree in nursing or dietetics and hold licensure in the State of Ohio as a Registered Dietitian or Dietetic Technician, or Registered Nurse. Registered Nurse must have at least (1) year of work experience as a nurse. Public Health nursing experience is preferred. Must have a valid Ohio driver's license, and proof of insurance. All applicants must be computer literate and able to effectively communicate orally and in writing, bi-lingual (Spanish or Penn Dutch) is a plus.

**Benefits:**

Paid holidays; paid vacation; paid sick leave; paid personal leave; health insurance; dental insurance; vision insurance, and employee wellness program.

*Position is open until filled.*

**Email or Send Resume to:**

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