

**COMMUNITY ACTION OF SOUTHEAST IOWA**  
**JOB DESCRIPTION**

**Job Title:** Nutritionist  
**Department:** Women, Infants and Children (WIC)  
**Reports to:** WIC Director

**Summary:** Functions as the competent professional authority for determination of program eligibility and certification.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as needed.

1. Function as the competent professional authority for determination of program eligibility and certification; following assessment of individual anthropometric, biochemical, and dietary data, either certify or deny participation in the program on the basis of nutritional risk.
2. Work as part of the team to coordinate and ensure nutrition education for all participants, both on an individual and group basis; monitor all materials used in the education program; ensure that all WIC participants receive at least two nutrition education contacts per certification period; document education received into participant records; and provide in-depth individual nutrition counseling as needed or requested by a participant.
3. Work as part of the team to serve as the staff person qualified to provide program nutrition information to interested professionals, outside agencies, organizations, and individuals.
4. Develop the food packages to best meet individual participants' dietary needs.
5. Assist in referring participants to other sources of health care as needed, documentation, and follow-up of referrals made.
6. Attend and participate in WIC nutrition meetings, conferences, and committees as assigned.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** The individual must have a Bachelor's Degree (B.A./B.S.) and be licensed by the Iowa Board of Dietetic Examiners.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, legal documents, general business periodicals, professional journals, or governmental regulations. Candidate should have ability to write reports and business correspondence, as well as the ability to effectively present information and respond to questions from managers, clients and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and apply concepts such as fractions, percentage, ratios, and proportions to practical situations. Ability to work with mathematical concepts such as probability and statistical inference.

**COMPUTER SKILLS:** An individual must have basic computer knowledge and ability to work with Windows programs and email. Must learn WIC specific software and be proficient with on-line processing.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to define problems, collect data, establish facts,

and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Must be able to maintain confidentiality.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Upon hiring, must obtain current Blood-borne Pathogens training, and current TB Testing as required by state law. Successful candidates must have a current Iowa Dietetic License. Must have a valid driver's license, meet insurance requirements, have reliable transportation, and be able to travel to all sites.

**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 essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, stoop, kneel or crouch. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms, sit on the floor or low chair, and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Work in clinic settings with children ages 0 – 5.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, and exposed to childhood illnesses. The noise level in the work environment is usually moderate.

Revised 03/2006, 07/2016, 08/2018, 09/2021, 10/08/2024

Reviewed by: Sheri M. Wilson, Executive Director Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_