

JOB ANNOUNCEMENT

20 or 30 hour position with benefits. Must be available Mon and Thur. 8am - 5pm; Wed. 10am - 7pm

POSITION: **WIC CLINIC DIRECTOR**

Posting# 2018-0110OUFmd

*May underfill as a WIC CLINIC MANAGER (2017)

REQUIRED ATTACHMENTS:

- College transcripts and/or diploma No Internet printouts (for College credit)
- required licensure

STARTING SALARY: Step 43; \$24.63 per hour - WIC CLINIC MANAGER - Step 38; \$21.93 per hour
*(plus full benefits package offered and excellent retirement options)

CLOSING DATE: OPEN UNTIL FILLED

All applications received by **February 3, 2010**, will be screened by the Personnel Office. Those applicants meeting the specified qualifications will be referred to the department for a hiring interview. The Personnel Office will continue to refer qualified candidates to the department as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcountyonline.org/dept/pers>

JOB SUMMARY:

Under general direction of the Division Director, supervises, plans, coordinates, and directs assigned WIC clinic programs and services. The Clinic Director is the expert resource in the clinic he/she supervises.

DUTIES INCLUDE:

Supervises, plans, coordinates, and directs assigned WIC clinic operations and the work of others.

Monitors and assesses the quality and appropriateness of nutritional services by conducting audits and reviewing statistical reports, implementing corrective action and tracking results.

Ensures clinic services comply with federal and state policy and procedures; annually monitors clinic operations and implements corrective action.

Designs, implements and monitors the specialized follow up clinic for medically high risk clients and provides assessment, medical nutrition therapy, counseling and follow up of these clients.

Provides direct client services by evaluating client data, assessing nutritional status, developing nutrition care plans, and implementing nutritional therapy and counseling.

EVALUATION AND SELECTION FACTORS INCLUDE:

Skill in the principles and practices relating to nutrition assessment, care planning, case management and care coordination, medical nutrition therapy, and nutrition counseling.

Knowledge of supervisory techniques;

Skill in the principle and practices of counseling including interviewing, problem diagnosis, assessment and evaluation;

Knowledge of the principles of education including human behavior modification and skills in education/ training techniques;

Knowledge of the principles of breast feeding management and specific uses of infant feeding modalities.

REQUIREMENTS FOR EMPLOYMENT:

WIC CLINIC DIRECTOR - Requires a Bachelors degree in Dietetics with successful completion of an internship or approved alternate; OR Masters degree in Human Nutrition, Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition. Also requires four (4) years experience as a dietitian including two (2) years of which must be in the WIC program.

WIC CLINIC MANAGER - Same as DIRECTOR, but requires two (2) years experience as a dietitian including one (1) year of which must be in the WIC program.

Job related education and/or experience may be combined to equal total education/experience requirements, providing skill requirements are met. Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background checks as required.

LICENSING AND CERTIFICATION:

Incumbent must obtain valid certification as a Lactation Educator or Consultant or counselor within one (1) year of employment; must be registered with the ADA Commission on Dietetic Registration (RD) by passing a national exam; and Incumbent must be certified (CD) with the State Licensure Board.

EXAMINATION/SELECTION PROCESS:

Individuals interested in the position must submit an official Utah County Government application to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date.

NO POSTMARKS OR RESUMES. Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.



UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER