MARKET RANGE TITLE: Dietetic Technician

DEPARTMENT: Public Health

DIVISION/SECTION/UNIT: Community Health Action/WIC

FLSA STATUS: Non-Exempt

CLASSIFIED/UNCLASSIFIED: Classified

POSITION NUMBER: 77063

JOB CODE: THC045

POSITION OVERVIEW
Responsible for providing services to clients in the Women, Infants and Children (WIC) program that require nutrition counseling from a degreed Nutritionist such as medium risk nutrition counseling and education, formula approvals, verification of eligibility, nutrition assessment and education.

The term Medium Risk is used within the State Agency to indicate which participants may be referred to a degreed Nutritionist rather than to a Registered Dietitian Nutritionist.

ESSENTIAL JOB TASKS
This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

Primarily responsible to provide one-on-one nutrition counseling for clients that require more than basic nutrition counseling services, which includes, but is not limited to nutrition assessments, client-centered nutrition counseling and education, documentation of nutrition care plan, nutrition and breastfeeding education specific to WIC risk codes, including medium risk codes (50%)

Assess eligibility and certify clients for the WIC program, including determination of WIC eligibility, performing and interpreting hemoglobin screening tests and accurate anthropometric measurements, assigning appropriate food packages, issuing food instruments, documenting and assuring accuracy of client files, and referring clients to other local and state agencies, as needed. (20%)

Conduct medium and high risk group nutrition education, including facilitated group discussions both in-person and in online platforms. (15%)

Assess need for and approve special and non-contract formula requests, including following up with physicians on special and non-contract formula prescriptions, requesting approval from the State Nutrition Services team when warranted, and assisting clients in obtaining special formulas. (10%)

Works with and responds to vendors, medical community, and other external partners for outreach and caseload building efforts. (5%)
POSITION QUALIFICATIONS

A. **Minimum Education and/or Experience:**

   B. Associate degree in Nutrition; Academy of Nutrition and Dietetics Diet Technician Registered (DTR) credential or DTR eligible and pass the credentialing exam within three (3) months of hire.

C. **Specialized Training, Certifications, and/or Other Special Requirements:**

   Degrees/credits must be from an academically accredited college or university as recognized by the U.S. Department of Education (USDE) or the Council for Higher Education (CHEA)

D. **Knowledge, Skills, and Abilities:** Ability to work in a high volume, fast-paced and stressful environment. Ability to organize and maintain busy clinic workflow. Possesses problem-solving, critical thinking, decision-making and good communication skills. Ability to provide services to WIC clients, such as medium risk nutrition education and counseling, formula approvals, verification of eligibility, anthropometric and hemoglobin measurements, nutrition assessment and education in a participant centered manner using motivational interviewing and emotion based counseling with the goal of eliciting behavior change. Knowledge of standard clerical practices related to filing and maintaining records. Ability to work as a team member. Ability to establish and maintain effective working relationships with the public, clients, service providers, and staff. Ability to speak and write effectively. Must possess Microsoft Office knowledge and skills. Must maintain regular and reliable attendance.

E. **Preferred Education and/or Experience:** Bachelor’s Degree in Nutrition and Dietetics. WIC experience, experience completing nutrition assessments and providing health/nutrition education.

F. **Preferred Training, Certifications and/or Other Special Requirements:** Arizona State WIC Program Certified Breastfeeding Authority and Arizona State WIC Program Competent Professional Authority certificates. Bi-lingual English/Spanish.

G. **Working Conditions:** Participates in emergency response training as scheduled and must be available to respond as directed in the event of a public health emergency. May be assigned to work at alternate WIC sites, as needed. Requires travel to and from job related locations during the course of a scheduled workday, subject to County policies regarding use of County vehicles and/or private vehicles used on County business.

REPORTING STRUCTURE

A. **Supervision Received:** WIC Site Supervisor, Registered Dietitian, Lead

B. **Supervisor Exercised:** None