FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: CERTIFIED PROFESSIONAL AUTHORITY - WIC DATE OPENED: SEPT 30, 2016

DEPARTMENT: CH / HEALTH DEPARTMENT CLOSING DATE: OCT 14, 2016

If you have any questions about this position vacancy, call: (406) 75 1 - 8155 .

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: MPERA - Health

___ FULL TIME ✓ REGULAR (YEAR ROUND POSITION)

✓ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per _____

STARTING WAGE: $ 17.04 per Hour

SALARY AT:
1 YEAR STEP: $ 17.89 per Hour
2 YEAR STEP: $ 18.18 per Hour
3 YEAR STEP: $ 18.47 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO ✓ YES _____ = _____ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

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THE WAGE LISTED ABOVE IS FOR AN ASSOCIATE DEGREE.
THE WAGE FOR A BACCAULAUREATE DEGREE IS $18.93/HOUR.

THIS POSITION IS FOR 32 HOURS/WEEK.

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:
Flathead Job Service Workforce Center
427 First Avenue East
Kalispell, MT 59901
OR ON FLATHEAD COUNTY'S WEBSITE:
http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to kalispelljsc@mt.gov. Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead City-County Health Department

Flathead County, MT
Range: Health 5 or 6
Code: 13530

Certified Professional Authority-WIC Nutritional Services

DEFINITION

Under the supervision of the Community Health Services Director and coordination of Community Health Services Program Coordinator performs public health nutrition duties on a project or case level basis.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

(The following are intended to illustrate typical duties; they are not meant to be all-inclusive or restrictive.)

1. Provides breastfeeding and general nutrition consultation and education services to individual participants or small groups.
2. Determines participant nutritional eligibility for the WIC program.
3. Interviews applicants, provides assessment including diet history, heights, weights and hemoglobin.
4. Prepares and maintains confidential case records, completes participant certification reports and program reports as required by WIC program.
5. Develops care plans.
6. Assists in educating vendors on policies and procedures of programs.
7. Attends conferences, which may require overnight stays out of town.
8. Performs related work as required.

MINIMUM QUALIFICATIONS

Education:

1. Health-related degreed professional (such as RN, LPN, Health Promotion, Health Education, Health and Human Development, Community Health, Early Child Development, Exercise Science, Family and Consumer Sciences, or Home Economics) with 6 or more semester credit hours in food and nutrition appropriate to the WIC population (including courses in Basic Nutrition, Nutrition in Life Cycle, Community Nutrition or Nutrition and Disease) and successful completion of an Anatomy/Physiology series of coursework or:
2. Other degreed professionals with 12 or more semester credit hours in food and nutrition appropriate to the WIC population (including courses in Basic Nutrition, Nutrition in the Life Cycle and at least one other upper-level nutrition class) and successful completion of an Anatomy/Physiology series of coursework. Nutrition and Anatomy/Physiology coursework must have been completed within the past 10 years, unless the applicant has been working in the Nutrition field

KNOWLEDGE:

- Knowledge of current theories, principles, and objectives of nutrition services in relation to public health practices; science of foods and the application in health and disease prevention, social and socioeconomic factors relating to nutritional care programs, nutrition program planning.

SKILLS:

- Skill in providing nutritional counseling and education to both individuals and groups, in developing nutrition education materials, and in planning and participating in nutrition workshops, seminars, etc.
- Typing, word processing and other general clerical skills preferred.

ABILITIES:

- Ability to use independent judgment to implement broad nutrition program objectives, guide nutrition activities of individuals and groups, establish and maintain effective working relationships with employees, other agencies, and the public.
- Must possess the personal attributes and physical ability to do the work without hazard to self or others. Some moderate lifting required.

SPECIAL REQUIREMENTS

Possession of a valid Montana driver's license, proof of insurability, and safe driving record.

CLASSIFICATION

- Grade 5: Persons with Associates Degrees or specialized training meeting the minimum education requirements.
- Grade 6: for Baccalaureate prepared persons meeting the minimum education requirements.

Action	Date	Reference
Adopted	11/19/2009	Commissioners' Minutes
Revised	11/19/2012	Commissioners' Minutes