



Macon County Health Department

Job Opening

Job Title:	Certifying Professional Authority (CPA)
Division:	Women, Infants, and Children/Family Case Management (WIC/FCM)
Minimum Qualifications:	<p>Registered Dietitian, Nutritionist which includes a non-registered nutritionist/dietitian who has a Baccalaureate or Master's degree in Nutrition Sciences, Dietetics, Community Nutrition, or Public Health Nutrition OR a registration-eligible dietitian who has received written approval from the Commission on Dietetic Registration to take the Registration Examination, but has not completed it OR Registered Nurse (R.N.): An individual licensed as a professional nurse under the Illinois Nursing Act who can provide proof of current registration with the Illinois Department of Professional Regulation. It is strongly recommended that the R.N. have a Baccalaureate or Master's degree. It is strongly recommended that R.N.s have experience or course work in maternal and child health and in maternal and child nutrition, lactation, nutrition assessment and nutrition education if they will provide nutrition or breastfeeding counseling OR Home Economist (with an emphasis in nutrition): A graduate of a four-year Baccalaureate degree program in Home Economics with at least 20 semester hour credits in food and nutrition. The Home Economist may act as a Certifying Health Professional (perform WIC certifications, provide nutrition and breastfeeding education and prescribe food packages) only under the supervision of a Registered Dietitian, Nutritionist, or Registered Nurse (as defined above). It is strongly recommended that the Home Economist have experience or course work in maternal and child nutrition, lactation, nutrition assessment, interviewing and counseling. (This policy regarding the Home Economist applies only to people hired after June 1995.) Registered Nurse must submit proof of 20 Continuing Education Units (CEUs) every license period; copy of license; and copy of CPR/AED card. Registered Dietitian must submit proof of Continuing Education Units every license period and copy of license.</p> <p>Must possess the ability to establish and maintain positive relationships with customers, doctors, the general public and other professional personnel. Must have the ability to work with diverse community groups. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must be physically able to assist with weights and measurements of adults and children many times per day. Must be able to carry, pull, and manage a minimum of 30 pounds of equipment daily.</p>
Summary of Job Duties:	<p>Answers to the supervision of the WIC/FCM Director and Assistant Director. Understands and relays principles of lifecycle nutrition to the WIC clients. Completes WIC nutrition assessment process per the WIC and local agency policy and procedure manual. Completes WIC anthropometric and hematological data collection per the WIC and local agency policy and procedure manual. Develops rapport and fosters open communication with all providers and clients. Exhibits competence with multicultural awareness and resulting effect on nutrition and health practices/problems. Synthesizes and analyzes data to draw appropriate conclusions. Integrates WIC service delivery for the following programs as needed: Family Case Management, Better Birth Outcomes, Healthworks Medical Case Management, and High Risk Infant Follow-up. Maintains current knowledge of community resources related to referral needs. Completes documentation per protocol and accurate data entry utilizing the Illinois Department of Human Services data entry system (WIC MIS). Confers with parents, physicians, dentists, schools, and other groups to gather and receive pertinent information related to assignments with appropriate release of information.</p>
How to Apply:	<p>Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconchd.org.</p>