

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	WIC Certifying Health Professional 1
Team	Women, Infants & Children
Supervisor	WIC Nutrition & Breastfeeding Supervisor
Director	WIC Director
Programs	WIC
Funding Sources	Grant funded
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	17
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for holiday, vacation, personal, sick
Pay Range	\$16.92 – \$23.66
Regular Hours	40 hours per week
Date Posted	09/5/2025
Candidate Review	Rolling basis beginning 09/08/2025

JOB SUMMARY

As a Certifying Health Professional 1, you will help build healthy heroes through the Value Enhanced Nutrition Assessment of Women, Infants & Children and support and promote breastfeeding.

EDUCATION & QUALIFICATIONS

Dietetic Technician Registered (DT/DTR) credentialed by the Commission on Dietetic Registration, or associate degree Registered Nurse (ADN/RN) with an active state RN license Required. Demonstrated knowledge of infant nutrition, breastfeeding practices, and maternal support preferred.

ESSENTIAL FUNCTIONS

- Determines WIC eligibility of participant based on nutrition and dietary risks
- Assesses and documents each participant's nutrition risk
- Identifies the need for individual nutrition care plans; If RD/RDN, implements individual nutrition care plans for high-risk participants and assists Nutrition Supervisor in reviews of high-risk participants' individual nutrition care plans when developed by non-RD/RDN certifying health professionals to make recommendations as needed; If non-RD/RDN, refers high-risk participant charts to WIC Nutrition Supervisor or other qualified RD/RDN to review individual nutrition care plans and possibly make recommendations
- Implement individual nutrition care plans for low-risk participants
- Refers participants to other health and social services and provides appropriate follow-ups to referrals
- Provides nutrition education responsive to the identified needs/interests of each participant; Prescribes food packages
- Documents nutrition services provided, including referrals and follow-up referrals
- Deliver nutrition education services to participants and community
- Assists in development/evaluation of nutrition education materials
- Assists in training new staff and interns to provide nutrition education services to participants
- Determines WIC eligibility of participant not related to breastfeeding, nutrition or dietary risks

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- Ensures that screening and referrals for Alcohol Screening and Brief Intervention (ASBI), Urgent Maternal Warning Signs (UMWS), lead testing and immunizations are performed
- Develops skills necessary to function as a support staff; Completes heights, weights and hemoglobin and other laboratory work as assigned; Assists in training new staff and interns to provide clinic services
- Provides breastfeeding support/promotion to participants and the community
- Teaches hand expression and use of breast pumps; Assists in development/evaluation of breastfeeding materials and tools
- Assist in limiting barriers to breastfeeding in the clinic, such as eliminating formula cans/advertising materials from common client areas; Maintain breastfeeding awareness
- Conduct interviews without presumption of infant feeding method and commend mothers for whatever amount of breast milk they supplied to their infant
- Make referrals to appropriate breastfeeding personnel when a change in infant feeding status is reported
- Assists in training new staff and interns to provide support/promote breastfeeding services
- Performs non-direct participant related services
- Runs data reports as assigned by WIC Director or WIC Supervisor
- Assist in maintaining client charts especially in relation to nutrition education, referrals, and food package changes
- Assist with participant appointment reminders; Assist with records retention; Participate in WIC Program outreach
- Refer vendor complaints to ODH WIC vendor operations staff and maintain inventory of supplies related nutrition education.

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of State WIC and local WIC project policies and procedures; medical terminology; VENA counseling; community resources and services; up to date knowledge of nutrition education practices.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.

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- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne

Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District

Administrative Offices at 529 East Home Road

Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.