

**Human Resources**

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**WIC REGISTERED DIETITIAN**

**Division:** Early Childhood

**Department:** WIC Services

**Supervisor:** Associate Director for Nutrition – W.I.C.

**FLSA Status:** Exempt - Professional

**Qualifications:**

1. BS degree in Food and Nutrition, Dietetics, or related field. Registered Dietitian Nutritionist (RDN) by the Academy of Nutrition and Dietetics or Registered Dietitian eligible within six (6) month of hire.
2. Minimum of one (1) year of experience as a Dietitian preferred.
3. Minimum of one (1) year experience working with low-income families in public health preferred.
4. Must have valid Michigan driver's license, automobile insurance, and reliable transportation.

**Job Mission:**

To ensure that families enrolled in WIC program receive all services needed to ensure proper nutritional maintenance. Further, WIC Registered Dietitian is responsible for using his/her independent judgment and discretion with regarding to marketing of the programs, monitoring of the problems, dispute resolution of programs, and team supervision.

**Performance Standards:**

1. Plan, organize and evaluates the nutrition component of the W.I.C. Program.
2. Conduct nutrition assessments, referral services and follow-up to W.I.C. clients.
3. Develop and implement Individualized Care Plans and nutrition counseling to clients identified as having low hematocrit, high blood lead levels, weight abnormalities, food allergies or any other referred nutrition program.
4. Prescribe and review class II and III authorized W.I.C. formulas for approval or denial.
5. Track high risk participant's progress and document outcomes.
6. Promote and assist in advocating for breastfeeding initiation and duration.
7. Carry out all other duties as directed by supervisor.

**Hours & Wage:**

\$20.83 per hour

24 hours per week; 52 weeks per year

**Job Title:** WIC Registered Dietitian

**Division:** Early Childhood(WIC)

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	4	
Stand	2	
Walk	1	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	Yes	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
<b>Weight Carried</b>	<b>26-50 lbs.</b>	

	Pounds	Comments
<b>Weight Lifted</b>	<b>26-50 lbs.</b>	

**Date:** April 18, 2022