



**Job Code:** 7687  
**Grade:** 15  
**HCWR:** N

**Job Title**  
Nutritionist I, Bilingual

**Department**  
Cook County Health

**Job Summary**

The Nutritionist I, Bilingual performs individual nutrition counseling, group education, and nutritional health promotion work in the Women, Infants and Children (WIC) program and other initiative as assigned in areas served by Cook County Health (CCH). Oversees WIC site operations and directs clinic staff as the on-site professional. Provides coverage of clinics throughout service areas as assigned.

**Typical Duties**

- Conducts initial and periodic assessments as the certifying health professional of WIC clients for dietary case management based on established measures of health and nutritional intake.
- Provides individual dietary counseling for clients in the WIC program, with special focus on those at risk.
- Develops individual care plans for participants based on WIC priority and monitors progress toward outcomes.
- Provides referrals to other agency or community health and social services as needed.
- Conducts group nutrition education sessions to WIC program participants as per established policies and procedures.
- Maintains records of assessment and counseling in accordance with the Illinois Department of Human Services Cornerstone requirements and WIC program standards.
- Participates in Case Management program through activation of eligible clients, assessment of WIC risk factors, and referral.
- Functions as part of the site team and shares responsibility for assuring adherence to all WIC program standards and schedules for enrollment certifications, participation and food instrument distribution.
- Assures the security of the WIC cornerstone system and food instruments and reports any suspected misuse or breach in system security or confidentiality.
- Assists in the collection of routine and special data and prepares reports as assigned.
- Oversees WIC site operations and directs clinic staff as the on-site professional.
- Participates in emergency preparedness activities and exercises as assigned.

**Minimum Qualifications**

- Licensed in the State of Illinois as a Licensed Dietitian Nutritionist
- Bachelor's degree or higher in nutrition science, dietetics, community nutrition, or public health nutrition
- Must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation
- Bilingual



**Preferred Qualifications**

- Three (3) years of experience in dietetic practice
- Registration by the Commission on Dietetic Registration for the American Dietetic Association as a Registered Dietitian

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of nutrition practices with emphasis on maternal/child health including but not limited to infant feeding, child growth and development, prenatal, and post-partum.
- Fundamental knowledge of the principles of public health including: maternal and child health, epidemiology of communicable and chronic diseases, considerable knowledge of relevant social, cultural and economic forces and group relationships, and disease prevention/health promotion strategies to protect the health of individuals and the community.
- Ability to establish and maintain effective working relations with the public and agency staff.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**