**Main Office**  **WIC Satellite Office**

310 Lincoln Ave.1010 E. Wilson St.

Montpelier, OH 43543Bryan, OH 43506  Phone: (419) 485-3141 Phone: (419) 636-8754
Fax: (419) 485-5420 ***WIC Services Only***

www.williamscountyhealth.org

**Posting Date:** June 2, 2025

**The Williams County Health Department (WCHD) is seeking applicants for a full-time Women, Infants, and Children (WIC) Program Health Professional. WIC is a public health nutrition program that works with families to provide nutrition education, nutritious foods, breastfeeding support, and healthcare referrals to women who are pregnant or postpartum, infants, and children up to the age of 5.**

**Join Our Team: WCHD offers paid sick leave, vacation, and paid holidays. WCHD offers an excellent public retirement system and optional deferred compensation programs.**

**Hours:** WIC office hours are Monday-Friday 8:30-12, 12:30-4:30pm. This position is 4 days a week or 30 hours per week.

**Salary:** $24.99-26.56/hour, Commensurate with experience.

**Education Requirement**: Registered Dietitian (RD), Licensed Dietitian (LD), Registered Nurse (RN), or 4-year nutrition/dietetics graduate. Ohio Licensed Dietitian preferred.

**Essential Functions of the Position:**

* Assess and document a participants nutrition risk
* Provides nutrition education, including breastfeeding promotion and support, that is responsive to the identified needs/interests of each participant.
* Identifies the need for individual care plans and implements individual care plans for participants.
* Refers participants to other health and social services and provides appropriate follow-up to referrals.
* Prescribes food packages
* Documents nutrition services provided, including referrals and follow-up to referrals

**Minimum Experience/Qualifications:**

* Must have a valid driver’s license and have reliable transportation
* Must be able to provide proof of automobile insurance
* CPR certified or may obtain after hire
* Must successfully pass a background check
* Must have computer skills in word processing, spreadsheets, and presentation software
* Must have willingness to learn new skills, be adaptable/flexible
* Must have excellent customer service skills, verbal and written communication skills
* Must have excellent interpersonal relationship skills including cultural sensitivity

The Williams County Health Department is an equal opportunity employer. Only non-tobacco, non-nicotine candidates will be considered.

**Send a resume and cover letter by mail or email:**

Williams County Health Department

Kolleen Boland, WIC Director

310 Lincoln Ave Montpelier, OH 43543

Kolleen.boland@williamscountyhealth.org

The notice will be posted until July 2nd 2025 until 4:30pm or until the position is filled.