

Williams County Health Department



Posting Date: January 28, 2026

The Williams County Health Department (WCHD) is seeking applicants for an intermittent Health Professional. The Women, Infants, and Children (WIC) program 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 age 5.

Hours: WIC Office Hours are Mon – Fri 8:30 – 4:30. This position is intermittent or will work as needed to support the demands of the caseload each week. Hours and schedule will vary each week. Availability to up to 3 days a week is preferred.

Salary: Starting at \$24.99/hour or Commensurate with experience.

Education Requirement: Registered Dietitian Nutritionist (RDN), Licensed Dietitian (LD), Dietitian, 4-year nutrition/dietetics graduate, Dietetic Technician, Registered (DT/DTR) or Registered Nurse (RN). **Ohio Licensed Dietitian preferred**

Essential Functions of the Position:

- Assesses and documents a participant's 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 be licensed in Ohio
- 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 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 is being posted until February 13th at 4:30pm or until the position is filled.