



KENDALL COUNTY
HEALTH DEPARTMENT
EMPLOYMENT OPPORTUNITY
FULL-TIME EXEMPT
NUTRITIONIST/CASE MANAGER

EDUCATION/EXPERIENCE/LICENSURE:

- ▶ Bachelor's degree with a major in nutrition or foods & nutrition & experience in health & human services field required.
- ▶ State of Illinois Licensed Dietitian Nutritionist preferred. Valid Illinois Driver's License required.

SKILLS, KNOWLEDGE & ABILITIES (INCLUDING BUT NOT LIMITED TO):

- ▶ Position requires one evening per week – Tuesday, 12:00 p.m. – 8:00 p.m.
- ▶ Bilingual in Spanish a plus.
- ▶ Requires the ability to conduct community health programming for both population based and person based services, including, including, but are not limited to WIC, Family Case Management, immunizations, communicable disease, Healthworks, emergency preparedness.
- ▶ Requires the ability to display a positive, cooperative, professional, & team orientated attitude & the ability to establish & maintain working relationships with supervisor, co-workers, county, state & other officials & the general public.
- ▶ Requires proficiency to work in a Windows environment (i.e. Foothold, social media, Microsoft Office, Outlook, Excel, etc.) & the ability to learn & work with a variety of software programs, including but not limited to new computer-based, data management programs, as they emerge & become available.
- ▶ Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form & the ability to deal with problems involving several concrete variables.
- ▶ Requires the ability to communicate by phone as well as in person including excellent diction, a helpful & culturally competent approach.
- ▶ Requires the ability to adhere to all department policies, protocols, unit procedures, accreditation/national standards (i.e. CARF, Public Health Accreditation Board, national standards, etc.), grant requirements & adhere to all State, Federal, or local evolving certification/licensure standards as applicable.
- ▶ Ability to pass background check(s)

ESSENTIAL DUTIES (INCLUDING BUT NOT LIMITED TO):

- ▶ Provides direct services in all community health programs, which include, but are not limited to WIC, Family Case Management, psychiatric nursing, immunizations, communicable disease, Healthworks, emergency preparedness & other programs and projects as directed.
- ▶ Educate, instruct & counsel WIC/Family Case Management Clients in the basics of good nutrition practices. Provide nutritional plan, counseling or education. Develop & maintain additional nutritional educational sessions.
- ▶ Enroll clients in WIC & Family Case Management or other programs clients may be qualified for either in the office or at a home visit & provide follow-up for Family Case Management at WIC appointments.
- ▶ Document nutrition counseling/education for WIC participants & perform health assessment, including anthropometric measurements.
- ▶ Demonstrates excellent attendance to all shifts & meetings, as assigned.
- ▶ The candidate must reflect experience/interest in the culturally diverse population that the health department serves.

PHYSICAL DEMANDS: While performing the duties of this job, candidate must be able to do the following: Sit at a desk or in a vehicle for extended periods of time; occasionally stand, bend and reach above the employee's head; occasionally lift and/or move up to twenty-five (25) pounds, including bulky and/or heavy inspection equipment; use hands to finger, handle, or feel; reach, push, & pull with hands & arms; stoop, kneel, or crouch; travel independently to & from meeting locations, conferences, etc., in Kendall County and throughout the State, as needed to perform assigned job duties; specific vision abilities required for this job include close vision, depth perception, & distance vision; occasional walk to other offices, county buildings, and navigate in private homes including stairs, narrow doorways, etc.

▶ KCHD is a smoke free campus & offers a pension, vacation, and paid holidays. Equal Opportunity Employer

SEND RESUME & COVER LETTER TO: Kendall County Health Department

Attn: Becki Rudolph, Executive Assistant
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Yorkville, IL 60560
Fax 630/553-9506
E-mail brudolph@co.kendall.il.us