



**WINNEBAGO COUNTY HEALTH DEPARTMENT
JOB DESCRIPTION**

Job Title:	Certified Health Professional (CHP)
Center:	Health Promotion and Wellness
Reports to:	HPW Supervisor
FLSA Status:	Non-Exempt
Grade Level:	14
Date Created/last reviewed:	November 8, 2016

POSITION SUMMARY

The Certified Health Professional (CHP) provides nutrition counselling and education. Additionally, the CHP promotes breastfeeding and provides referrals to other health and social service agencies to promote a healthy pregnancy and pregnancy outcomes resulting in the positive growth and development of children.

ESSENTIAL FUNCTIONS:

- Assesses and counsels clients using vital data, health and nutritional status, circumstances and preferences as guides to educate the clients.
- Provides appropriate individual and group education in accordance with WIC guidelines to educate clients on better nutrition.
- Monitors client immunization records, hemoglobin and lead testing to ensure they are up-to-date and within normal limits for proper care.
- Maintains and updates client charts and records for future reference by WIC using the SAP method.
- Provides appropriate referrals for other health and social service agencies to ensure clients are receiving proper care.
- Notifies clients of their rights and responsibilities by providing an explanation of the WIC Program Client Certification Form.

Analysis and Assessment

- Enrolls and orients clients to the program, ensuring rules, regulations and benefits are understood through this educational process.
- Accurately completes nutritional risk assessment.
- Interprets nutritional risk and assigns food packages that are appropriate.
- Performs height, weight and head circumference measurements.
- Performs hemoglobin and lead testing as required/appropriate.
- Enters immunization records in Cornerstone.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Verifies client program eligibility by documenting proof of income, residency, identity, pregnancy, and birth. Updates information in Cornerstone.

- All documentation is legible, accurate, concise and completed according to policy within established time frame.
- Proficiency in the use and creation of new databases and spreadsheets, presentation and publisher software, and internet searches.

Policy Development and Program Planning

- Facilitate and organize quarterly collaborative meetings, including ATOD, mental health, domestic violence, basic need service providers, as well as service providers to parents with development delays, to discuss service referrals and follow through. Record and maintain agendas, attendance, and meeting minutes.

Communication and Cultural Competency

- Communicates in writing and orally, in person and through electronic means, with linguistic and cultural proficiency.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Winnebago County and Winnebago County Health Departments' policies in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

- Practices good stewardship by using equipment and supplies in a non-wasteful manner.

Other

- Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs clerk function to ensure front desk and phone coverage.
- Enters immunization records in Cornerstone.
- Provides coverage to any WIC off-site.
- Assists with breast pump loan program.
- Serves as DCFS mandated reporter.
- Attends WIC Program and Department meetings as required.
- Completes job specific trainings as required.
- Presents WIC Program and nutrition information to internal and external requestors as needed.
- Performs other duties as assigned.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy, respect and a caring manner in all interactions.
- Continually looks for, suggests and works on better ways to conduct work.
- Promotes patient rights and ensures confidentiality and privacy at all times.
- Open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.
- Adheres to agency attendance policy

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Must have a Bachelor's Degree in a Nutrition and Dietetics.
- Proficiency in computer programs, such as Microsoft Office (Word, Excel)
- Proficiency with database management
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications:
 - Within 6 months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
 - Within 12 months of employment: ICS 300 and ICS 400
- Successful completion of WCHD HIPAA Training.
- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Leadership and Systems Thinking Skills

- Proficiency in human relations, problem solving, conflict resolution, and negotiation skills.
- Proficiency with standard office processes and practices.

Public Health Sciences Skills

- Knowledge of the core functions and essential services of public health.
- Supports the Department's application process for accreditation by the Public Health Accreditation Board.
- Assists with the preparation of the monthly Board of Health report.

Community Dimensions of Practice Skills

- Proficiency in collecting and disseminating program data as needed.
- Works cooperatively with other WCHD programs/divisions and the community to integrate program services.
- Represents the WIC Program and Department at community events.

Policy Development and Program Planning Skills

- Proficiency in communicating effectively with multiple community partners, families and colleagues.

Communication and Cultural Competency Skills

- Proficiency in written and oral communication including in person, through print and electronic means.
- Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health.

Other

- Must successfully complete a pre-employment/post-offer drug screen.
- Must successfully complete a pre-employment/post-offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Proficiency in use of advanced computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Must possess and maintain a valid driver's license, current certificate of vehicle insurance, and access to reliable transportation is required.
- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
 - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone
 - Visual ability must be sufficient enough to read documents, computer screen and drive a car.
 - Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

TOOLS AND EQUIPMENT USED

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, scanner and printer.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works in a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.