



# EL PASO COUNTY DEPARTMENT OF HEALTH AND ENVIRONMENT

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## JOB ANNOUNCEMENT

The El Paso County Department of Health and Environment in Colorado Springs, CO is seeking candidates for a **Registered Dietitian Supervisor**

Job Title:	Registered Dietitian Supervisor
Job Announcement #:	09-33
Division/Program:	Health Services/Women, Infants and Children
Application Deadline:	Until Filled
Status:	Full time

Applications are accepted only for currently open positions. Each application will be applied toward one open position. If you wish to apply for more than one position, please complete and submit a separate application.

Applications received without a Job Posting # will not be considered. Applications must be received by 5pm on the closing date, regardless of the means of submission. Positions posted as "Open until filled" may close at any time without prior notice. Applications are accepted via mail, fax, and email or in person.

### **DEPARTMENT DESCRIPTION:**

El Paso County Department of Health and Environment (EPCDHE) based in Colorado Springs, Colorado, serves an estimated 600,000 residents of El Paso County. The County includes urban Colorado Springs and rural eastern El Paso County. EPCDHE provides a broad spectrum of services to address ongoing and critical public health and safety issues.

The El Paso County Department of Health and Environment (EPCDHE) is organized in three major divisions: *Health Promotion, Disease Prevention and Control and Health Services*. EPCDHE's infrastructure includes the Office of Communications, Human Resources, Finance, Information Technology and Operations. The Health Department programs include both those mandated by state statute as well as those that reflect the unique needs of El Paso County. EPCDHE accomplishes this mission by focusing on the Ten Essential Public Health Services, which fall under three general categories: *assessment, policy development and assurance*.

The Women Infant's and Children's Program is a federal funded grant which provides qualifying women and children with supplemental food, education on nutrition topics, and referral to community programs. Those eligible include pregnant women, new mothers, infants, and children through age 5.

### **OVERVIEW OF ESSENTIAL JOB FUNCTIONS:**

This position performs technical and supervisory work in the administration of the WIC program. Position provides direct supervision of Registered Dietitians, responsible to for the day-to-day oversight of personnel and program operations. Position remains knowledgeable of and assists with the enforcement of local, state and federal standards, rules, laws and regulations as they relate to the program and services provided by EPCDHE, including ensuring compliance. Position assists with establishing and implementing department policies and procedures related to the activities of WIC Program.

- Supervises personnel and program operations including the assignment and review of staff work, interpretation of program and policy for staff, interviewing and selection of staff, and scheduling of work time. Conducts workload studies to assure equitable distribution of work and makes adjustments to priorities and workload of individual employees.
- Remains knowledgeable on the content, interpretation, and enforcement of local, state and federal program standards, rules, laws and regulations as they relate to programs and services provided by EPCDHE.
- Assists with establishing departmental policies and procedures related to the implementation of WIC program and services provided by EPCDHE.
- Instructs and supervises staff on the proper application and interpretation of program standards, rules, laws and regulations. Implements WIC policies and procedures

- Conducts inspections and investigations for special or difficult cases.
- Ensures compliance and assists the WIC Program Manager in the enforcement of program rules, laws and regulations of the Colorado Department of Public Health and Environment and EPCDHE. Reviews reports and recommends actions, including legal actions, as warranted.
- Assists in program evaluation and makes recommendations concerning program activities. Recommends program policy through WIC Program Manager to the Division Director. Assists with implementation actions.
- Participates in public meetings and discussions with industry, citizen groups, and other organizations to provide technical program information and direction to interpret program rules laws, and regulations.
- Develops and conducts training programs for staff and education programs for the community.
- Performs data input and conducts queries as appropriate to review workload and work completion of subordinate employees.
- Monitors budget and expenditures. May assist in the negotiation of program contracts.
- Performs employee appraisals, performance improvements and disciplinary actions for employees directly under supervision.

## **OVERVIEW OF BASIC REQUIREMENTS**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of principles, techniques, practices and procedures as related to WIC in a community public health program.
2. General knowledge of state WIC public health rules and regulations.
3. Experience working with federal, state, and/or local authorities.
4. Knowledge of prenatal, breastfeeding, infant and childhood nutrition and development.
5. Ability to use computer and scientific and measurement devices: Hemocue, infant and adult scales, stadiometer and length board.
6. Ability to communicate, motivate, and organize projects among a broad spectrum of personnel, frequently under deadline pressure.
7. Skill in demonstrating a cooperative, professional attitude to cultivate relationships both within and outside the organization.
8. Skill in prioritizing and organizing multiple tasks and the ability to complete projects in a timely manner. Ability to respond in a flexible manner and reprioritize work as situations change.
9. Ability to demonstrate sound judgment by taking appropriate actions regarding questionable findings or concerns. Ability to identify problems and work creativity to resolve them, considering the impact of actions on the department.
10. Knowledge and understanding of company policies and procedures.
11. Ability to write and maintain accurate records and reports to meet management objectives.
12. Ability to maintain confidentiality.
13. Ability to work independently and in a team environment.
14. Skilled in training and presentation.
15. Ability to perform under stress and when confronted with persons acting under stress.
16. Ability to travel, work in stressful situations.
17. Ability to lift up to 30 pounds.
18. Ability to work in a noisy environment with potential exposure to infections, blood, and contagious diseases.
19. Ability and willingness to respond to sensitive or emergency situations twenty-four (24) hours a day, seven (7) days a week, and carry a cell phone, and/or pager.

### **EXPERIENCE AND EDUCATION**

Bachelor's degree in human nutrition or dietetics.  
 Registered Dietitian.  
 Three (3) years WIC experience  
 One year supervisory experience.

### **HOW TO APPLY:**

Please submit an EPCDHE Application for Employment (which may be obtained in person or downloaded from our Web site at <http://www.elpasocountyhealth.org/pages/hr.aspx> AND a resume.

Application materials should be sent to:

El Paso County Health Department, Human Resources, **Job # 09-33**, 301 South Union Blvd, Colorado Springs, CO 80910; or fax materials to 719-575-8677.

All new employees and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL 99-603).

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*EPCDHE is an equal opportunity employer operating in a tobacco-free environment.*