

## Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Health Department to fill one or more vacancies in the following job classification:

Classification: Program Specialist – WIC Nutritionist

Location: LaSalle County

Department: LaSalle County Health Department  
717 E. Etna Road  
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: 8:00am-4:30pm

Hourly Wage: \$20.80/hour

See job description for duties, **minimum qualifications must include a Bachelor's in Nutrition or Family Economics with Dietetics Focus**

Interested persons should apply by providing a resume and completed LaSalle County employment application and returning it to:

LaSalle County Health Department  
ATTN: Connie Brooks  
717 E. Etna Road  
Ottawa, IL 61350

Or email: [cbrooks@lasallecounty.org](mailto:cbrooks@lasallecounty.org)

# LaSalle County

## Job Description



**Job title:** Personal Health Program Specialist

**Work Location:** LaSalle County Health Department

**Division/Department:** Personal Health

**Reports to:** Director of Personal Health

**Employment Classifications:**

- Full-time  Part-time  
 Exempt  Nonexempt  
 Salaried  Hourly  
 Bargaining Unit

**Salary Grade:** \$20.80/hour

**Current Employee holding position is:**

**Essential Duties and Responsibilities:** Responsibilities and duties include but are not limited to the daily delivery of a courteous, respectful, non-judgmental approach to the public and professional persons requesting the assistance of a personal health division employee. Program Specialist duties will be designated according to the educational qualifications (degree/licensure or certifications) of the employee.

Provide competent and appropriate interventions and actions in the delivery of public health services and programs.

Assume the responsibility of a Mandated Reporter to the Department of Children and Family Services.

Be a flexible team player willing to accept direction and guidance of a Coordinator, Supervisor or Director for the delivery of grant and program requirements.

Performs all job tasks within the rules and guidelines of the Personal Health Grants and County's Safety Policy and Procedure Manual.

Develops and implements plans of care based on assessment of the client's needs and available resources.

Assists in the initial and ongoing assessment of enrolled clients in our family Health programs in LaSalle County and recommends a plan of action

Pursues knowledge of the latest developments to programs in the Personal Health Division.

Provides counseling and/or consultations; works with individuals and community groups.

Conducts health assessment of clients including height, weight, head circumference and hemoglobin tests

The ability to read and interpret lab test results in all personal health programs; pregnancy, CT scans, etc.

Makes necessary referrals to other medical and social service agencies.

Determines program eligibility of clients.

- Performs the duties of a Competent Professional Authority (CPA) at assigned WIC clinics
- Pursues resources for clients

Available to assist clients by phone or in person at the office, clinic or the client's home.

Establishes and maintains required files, records and caseloads.

Prepares required records and reports.

- Submits data to cornerstone Secretary on a timely basis for data entry
- Performs case finding duties in the county

Participates in local, regional and state meetings as deemed appropriate that pertain to the Personal Health Division programs.

Performs all other duties as assigned.

Receives orientation and provides support on a regular or as needed basis to programs in the Personal Health Division applicable to but not limited to:

- a. Control of reportable Communicable Diseases
- b. Communicable Diseases preventable by Immunization
- c. Immunization Clinics
- d. Tuberculosis Control
- e. Counseling and control of Sexually Transmitted Diseases
- f. Counseling applicable to the control of AIDS
- g. Foreign Travel
- h. Field Calls
- i. FCM/APORS/HRI/WIC/Genetics Programs
- j. Health Promotion programs; IBCCP

**Education and/or Work Experience Requirements:**

Minimum Baccalaureate degree or higher according to Program specific requirements

OR

Obtain and maintains an active Registered Professional Nurse License in the state of IL. Achieve at least the minimum number of Continuing Education credits for license renewal.

Public Health Nursing experience preferred. In lieu of public health experience, a resume of 2 years of work experiences that support and integrate into public health services will be considered. Examples include but are not limited to pediatric experience, administering immunizations, assessment skills of people of all ages, patient education, etc.

Strict adherence to client confidentiality and the HIPAA law.

Completion of pre-hire screenings.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires sitting (6-8 hrs.), standing/walking (1-2hrs) and constant use of the hands and fingers for typing/keyboarding. This position may experience occasional stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing, reaching and grasping movements. Defined Medium Work - May require exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Close visual acuity required to perform activity such as thoroughness of work completed and to make general observations of facilities or structures such as during inspections.

**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.*

Activities are performed both indoors and outdoors in varying environmental conditions. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**