



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

Director, Nutrition Services

Position #00002933

Summary: Provides Management of the Cobb and Douglas Public Health WIC Program related to program development, planning, auditing, budget and education of staff. This position sets and maintains standards for nutrition and clerical services according to state and federal WIC guidelines and provides monthly/annual reporting to state funders on local WIC accomplishments and data. Responsible for the management of WIC locations in Acworth, Marietta, Smyrna and South Cobb locations. The position develops the annual Nutrition Plan for the WIC Program and sets goals for the balanced scorecard process in WIC. Directly supervises 4 managers and indirectly supervises up to 63 staff. Develops and monitors a budget of \$3.6 million. This position works to promote the health and safety of the residents of Cobb and Douglas Counties.

Minimum Qualifications: Master's degree in dietetics, human nutrition, food & nutrition, nutrition education, food systems management or a closely related field from an accredited college or university Academy of Nutrition & Dietetics accredited program AND Two years of experience, One year of which in a management/supervisory capacity AND registration as a Dietitian by the Academy of Nutrition & Dietetics Commission AND licensure as a Dietitian in the State of Georgia OR Bachelor's degree in dietetics, human nutrition, food & nutrition, nutrition education, food systems management or a closely related field from an accredited college or university from an Academy of Nutrition & Dietetics accredited program AND Four years nutrition experience, Two years of which were in management/supervisory capacity AND registration as a Dietitian by the Academy of Nutrition & Dietetics Commission AND licensure as a Dietitian in the State of Georgia.

Preferred Job-Related Skills: Spanish language skills, GA WIC experience as a Competent Professional Authority; M & M system user; WIC experience in general.

Work Conditions & Physical Demands: Provides management services in the office, visits with WIC sites quarterly and attends meetings at CDPH sites, in the community or state. 10% of work time spent traveling on the local level. May require out of state travel.

We Offer: Exceptional opportunities along with excellent benefits, which include: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with full vestment after 10 years of full-time employment; includes an employer 401k match. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and childcare spending accounts can be established in addition to deferred compensation options. Flexibility within our core operational hours of Monday-Friday 8am-5pm including telework options for qualified positions. Learning and growth opportunities. Employee recognition program. Worksite wellness activities. Diverse workforce. And much more!

Annual Salary: \$66,000 / Pay Grade: M / **Applications Accepted:** December 6, 2021 – December 16, 2021

TO APPLY: In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: www.cdph-ess.com. Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

Cobb and Douglas Public Health a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: melissa.harteau@dph.ga.gov

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.
AN EQUAL OPPORTUNITY EMPLOYER