

**UMATILLA-MORROW HEAD START, INC.**

**POSITION DESCRIPTION**

<b>WIC CERTIFIER</b>	
<b>Hermiston Supervisor: WIC Team Leader</b>	
<b>Pendleton/Milton-Freewater Supervisor: WIC Operations Manager</b>	
<b>Classification: Coordinator III</b>	<b>Exempt Status: Non exempt</b>
<b>Terms of Employment: Regular Full-time</b>	

**Job Goal:** Screen participants for program eligibility and provide nutrition education related to identified risk factors.

**Essential Responsibilities**

1. Explain purpose of the WIC program to new participants and explain eligibility criteria for participation in the WIC program.
2. Accurately assess potential participants by taking biochemical and anthropometric measurements and briefly explain results to participants.
3. Review all diet questions in TWIST to assess adequacy/inadequacy of nutrient intake and general pattern.
4. Record documentation within participants' record
  - i. Ensure completion of health questions
  - ii. Ensure completion of diet questions
  - iii. Ensure accurate completion of growth grid and prenatal weight gain grids
  - iv. Ensure identification and documentation of problems/needs/concerns within the TWIST data system.
  - v. Ensure completion and/or review of progress notes.
  - vi. Ensure high risk referral criteria is maintained and high risk care plan is followed as developed by R.D.
  - vii. Ensure completion of referrals to health and social service agencies as needed.
5. Determine program eligibility/ineligibility status of applicants through biochemical and anthropometric measurements and health and diet screening.
6. Inform participants of nutrition risk criteria that qualify them for participation in WIC and assure that a connection is made between the participant's program eligibility and desired health outcome.
7. Assess and counsel participants on information collected in Health and Diet areas in TWIST which may impact nutritional status.
8. Work with participants to help them set their own goal for change using Motivational Interviewing technique.
9. Ensure participant receives verbal and written notification when unable to identify nutrition risk factors that qualify participant for WIC services.
10. Select appropriate food package to meet participants' identified needs and schedules follow-up appointments per scheduling policy.
11. Maintain a clean and safe clinic environment per cleaning guidelines. Notify supervisor of safety concerns identified or broken equipment.
12. Check adult and infant scales for identified variance to be considered in growth

- and/or weight gain assessment.
13. Ensure quality assurance checks are performed for Hemocue machine.
  14. Assist with inventory of nutrition education materials and medical supplies two times per year.
  15. Maintain confidentiality and security of participant records.
  16. Provide nutrition education that meets participants' needs.
  17. Promote breast feeding at every opportunity. Counsel for breast feeding concerns and complete breast feeding tracking in TWIST system.
  18. Assess participants for breast pump needs. Assure education is provided regarding pumping technique, breast milk storage and information on how child care provider can support breast feeding. Ensure participant signs a Breast Pump Release form when issues breast pump equipment.
  19. Demonstrate use of Oregon WIC Program Policy and Procedures manual for program guidance.
  20. Is familiar with TWIST intake procedures and provides back-up in clerk's absence.

### **General WIC Program**

1. Assist WIC Operations Manager as needed in periodic updates of WIC clinic policies and procedures
2. Participate in annual nutrition education plan review
3. Refers high risk clients for R.D. for chart review, follow up, and/or for appointment.
4. Attends WIC in-service meetings
5. Perform other reasonably related duties as assigned by supervisor .

### **General Staff Responsibilities:**

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

### **Qualifications:**

1. Two years in college or technical training in foods and nutrition or employment in a health related field.
2. Physical examination and TB screen documentation upon hire.

3. Basic knowledge in computer data entry and/or word processing.
4. Experience working in professional office environment with ability to communicate one-to-one, on telephone, and in group setting.
5. Adequate means of transportation.
6. WIC experience (preferred)
7. Community service experience (preferred)
8. Multi-cultural experience (preferred)

**Other Requirements:**

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather etc.
7. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
8. Maintain the safety of the environment and children through visual, auditory and smelling senses.
9. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.

*Umatilla-Morrow Head Start, Inc.*

*Is*

*An Equal Opportunity Employer*