

"Helping People, Changing Lives"

EMPLOYMENT OPPORTUNITY

Job Title:	WIC Certifier
Wage:	\$10.94 per hour to start. \$13.07 per hour after training
Posting Dates:	October 23, 2009 through October 30, 2009.
Recruitment Closes:	5:00 p.m. on Friday, October 30, 2009

JOB SUMMARY:

Part-time to full-time position (30 - 37.5 hours per week). Under the direction of identified staff, conducts intake assessments at assigned WIC office to identify nutrition risk eligibility including height, weight, and hemoglobin measurements, and makes referrals to appropriate services. The WIC Certifier provides nutrition and breastfeeding education one-on-one or in classes, as appropriate. Under direction of professional member of MSS team, may provide Community Health Worker (CHW) services after CHW training is successfully completed. Positively represents the WIC Program to the public and to other departments within the agency.

JOB DUTIES INCLUDE:

1. Becomes oriented to WIC program/procedures through observing/assisting staff in conducting various participant contacts, independent study, and by attendance at the state WIC Certifier training (if not previously attended) and/or other classes and workshops.
2. Represents the agency positively in the community. Maintains a positive, service-oriented attitude at all times with the public, volunteers, and co-workers. Interacts with participants in a respectful manner that fosters self-esteem.
3. At assigned work station, conducts assessment interviews, health assessment, health history, anthropometric measurements, hemoglobin and diet recall to determine nutrition risk eligibility and educational/referral needs.
4. Provides nutrition and breastfeeding counseling to individual clients and in class settings. Develops individual plan for WIC services and other basic information as required for basic contact.
5. Refers clients for health care and social services as appropriate.
6. Issues WIC checks and provides education on using WIC checks.
7. Maintains documentation of client contacts and education using the WIC Computer Information Management System (CIMS).
8. Other departmental responsibilities may include breastpump rental program, agency reception back-up, scheduling classes and speakers, ordering supplies, general cleaning, maintaining statistics.
9. May be required to conduct WIC activities at satellite locations.
10. Participates in trainings and staff meetings.

11. Regular duties involve sitting, bending, walking, and interacting with clients on site. A majority of time is spent typing on the computer. There may be some lifting, generally less than 20 pounds.
12. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

1. High school diploma or equivalency.
2. Spanish/English bilingual required.
3. Must be recognized by State WIC program as a “competent professional authority” (certification may be completed during training period).
4. Must have or obtain Health Care Assistant license which requires seven hours of AIDS education and education regarding blood-borne pathogens and universal precautions (license may be obtained during training period).
5. Basic computer skills.
6. Two years experience in WIC or other maternal/infant related field or equivalent training or education in nutrition or related field. Interest in maternal/infant health, nutrition, breastfeeding and teaching.
7. Experience in working with the public, especially in interviewing, counseling, and teaching.
8. Ability to work harmoniously with people from varied backgrounds and ethnic groups.
9. Valid driver’s license and auto liability insurance needed if personal vehicle used for work-related travel.

TO APPLY:

Submit application form, resume, and cover letter prior to the closing date to:

Skagit County Community Action Agency
330 Pacific Place / P.O. Box 1507
Mount Vernon, WA 98273

Application forms and job announcements are also available at our website,
www.skagitcap.org.

An eligibility list will be established from those submitting applications. Skagit County Community Action Agency reserves the right to use this list to fill any other WIC Certifier positions which may open for a period of up to twelve months following the closing date of this recruitment posting.

Skagit County Community Action Agency is an Equal Opportunity Employer