



UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

WIC CERTIFIER

Position Information:

Supervised by:

Hermiston Supervisor: WIC Certifier/Team Leader
Pendleton/Milton-Freewater Supervisor: WIC
Operations Manager

Supervises: Does not supervise others

Salary: Coordinator IV

Classification: Non-Exempt

Terms of Employment: Regular-Full Time

Job Goal:

Screen applicants for program eligibility and provide nutrition education to WIC participants

Essential Responsibilities:

➤ Certifier Responsibilities

- Explain purpose of the WIC program to new participants and explain eligibility criteria for participation in the WIC program
- Accurately assess potential participants by taking biochemical and anthropometric measurements and recording the measurements in TWIST.
- Review and complete all diet questions in TWIST to assess adequacy/inadequacy of participant's nutrient intake and general pattern
- Review and complete all health questions in TWIST and ensure documentation of all participant health issues/needs/concerns within the TWIST data system.
- Determine program eligibility/ineligibility status of applicants through biochemical and anthropometric measurements and health and diet screening
- 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.
- Assess, review and offer information to participants based on identified nutrition and health concerns/issues.
- Work with participants to help them set their own goal for change using Motivational Interviewing technique
- Record and/or update participant identified goals in TWIST.
- Make referrals to health and social service agencies as appropriate
- Ensure participant receives verbal and written notification when unable to identify nutrition risk factors that qualify participant for WIC services
- Select appropriate food package to meet participants' identified needs and schedules follow-up appointments per scheduling policy
- Refers high risk clients to R.D. for chart review, follow up, and/or for appointment
- Ensure high risk referral criteria is maintained and high risk care plan is followed as developed by R.D.
- Ensure adult and infant scales are functioning properly.
- Ensure quality assurance checks are performed for Hemocue machine
- Assist with inventory of nutrition education materials and medical supplies two times per year
- Provide group nutrition education classes as assigned
- Promote breast feeding at every opportunity. Counsel for breast feeding concerns and

- complete breast feeding tracking in TWIST system
- 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.
- Demonstrate use of Oregon WIC Program Policy and Procedures manual for program guidance
- Be familiar with TWIST intake procedures and provides back-up in clerk's absence
- Assist WIC Operations Manager as needed in periodic updates of WIC clinic policies and procedures
- Participate in annual nutrition education plan review
- Attend WIC in-service meetings
- Maintain a clean and safe clinic environment per cleaning guidelines. Notify supervisor of safety concerns identified or broken equipment
- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately
 - Complying with Agency safety standards
 - Participate in emergency drills
 - Promote a culture of safe environments in the workplace

Qualifications:

- 2 years in college or technical training in Foods and Nutrition or employment in a health related field
- Basic knowledge in computer data entry and/or word processing
- Experience working in professional office environment with ability to communicate one-to-one, on telephone, and in group setting.
- WIC experience (preferred)
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation upon hire
- Adequate means of transportation
- Desire to work with low-income children and their families

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records and file reports on time
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- And or any other duties deemed necessary by your supervisor

Other Requirements:

- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- 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.
- Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Sort/alphabetize documents, records, and/or files
- Ability to do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.
- Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer