



## WIC – Community Health Assistant/WIC Certifier

Location: Roseburg, Oregon

Salary: \$18.18 - \$22.75+ Plus Benefits

**Full Time Position / Position works 40 hours per week \$18.18 - \$22.75 per hour depending on qualifications and experience.**

**The Community Health Assistant/WIC Certifier** Is responsible for assessing pregnant and breastfeeding women and children under five years of age for eligibility to participate in the WIC program. Duties include but are not limited to performing anthropometrics and biochemical assessments, evaluating diet and health care needs, assigning a food package appropriate to the needs of the client, and providing education and referrals appropriate to the risk criteria identified. The WIC Certifier will participate in program planning activities, as well as outreach activities in the community. All WIC Certifiers are cross trained to assist with clerical support. These duties require interpretation and application of program policies to allow participants to attain quality outcomes by screening clients for program eligibility, accurately obtaining required demographics, proofs, signatures and entering them into the WIC data base. Other clerical duties include; running WIC reports and scheduling appointments that aid in maintaining program caseload.

### **ESSENTIAL JOB DUTIES**

**Under the direction of the WIC Program Manager, the Community Health Assistant/WIC Certifier will:**

- Performs anthropometric and biochemical assessments of program participants to determine medical or nutritional risk. Evaluates diet and health care needs for clients; assigning a food package appropriate to the needs of the client.
- Provides education and referrals appropriate to risk criteria identified for the client. Refers families to appropriate community agencies. Maintains familiarity and knowledge of community resources and uses them appropriately to meet client needs. Acts as an advocate for families by collaborating with social service agencies and promotes interagency coordination with partner agencies.
- Provides breastfeeding assessment, counseling and support when indicated.
- Maintains accurate, complete and confidential records that reflect assessment, services and outcomes while meeting established deadlines. Enters data in a timely way into the current Oregon WIC data base.
- Cleans equipment, including multi-user breast pumps, restocks supplies in individual offices and reports the need for additional laboratory supplies as needed. Maintains the mandatory Laboratory Maintenance and Cleaning Log.
- Answers and routs telephone calls, reviews and responds to all work-related electronic communication and schedules appointments for participants.
- Attend WIC outreach activities as needed, outside of regular business hours.
- Provide excellent customer service.
- Respect the confidentiality of information about WIC participants, children and families, staff and personnel issues and agency operations. Report and document incidents of suspected child abuse and neglect to DHS and Supervisor within 24 hours of incident.

### **POSITION REQUIREMENTS**

#### **Minimum Qualifications:**

- High school diploma or equivalent and experience and formal training working in a nutrition or health related field. **A preference for employer:** Bachelor degree in nutrition, health education or a health-related field and knowledge of nutrition specific to the needs of pregnant, post-partum and breastfeeding women and of infants and young children. **Previous WIC Certifier or Educator work experience is preferred.**
- The role and importance of nutrition in overall wellness of pregnant, post-partum and breastfeeding women, infants and children, pregnancy outcomes and readiness to learn, knowledge of goal setting and behavior change dynamics; understanding of general public health topics and community resources.
- Skill in: observing, identifying, and recording participant's levels of nutritional development; interviewing techniques; use of office equipment which includes automated equipment; use of medical assessment equipment; skill in evaluating social service needs of families and linking families to appropriate resources in order to meet identified needs.



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- Communicate effectively with children, teens and adults in both oral and written forms; work with families from diverse cultures and accept individual differences; make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities; follow instructions, work within a team structure; estimate time and materials to manage time efficiently; multi-task; be detail oriented, establish and maintain records, reports, and statistical data; represent WIC in a variety of settings; maintain confidentiality; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; use large and small group leadership skills; courteously meet and deal effectively with coworkers, children, families and the public. Must follow all safety rules and practices, and perform work in a safe manner. Demonstrate stress management and self-care skills, open to reflective practice supervision.
- This position requires driving. At time of appointment, must possess valid Oregon driver's license. Out of state license holders are required to obtain Oregon driver's license within 30 days of hire. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- This position requires passing a criminal background check as part of a contingent offer of employment. Conviction of a crime may not necessarily disqualify an individual from employment.
- This position requires bending, occasionally lifting and carrying between 1 and 25 pounds. Reaching, walking, carrying, sitting, stooping, keyboarding, pushing and hearing voice conversation. Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved

**SUBMIT completed application and any other required documentation to: [ucan.employment@ucancap.org](mailto:ucan.employment@ucancap.org)**

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Website: <https://www.ucancap.org/index.php/who-we-are/career-opportunities>

Phone: 541-492-3913 FAX: 541-492-3921

**UCAN is an Equal Opportunity Employer.**

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources [ucanhr@ucancap.org](mailto:ucanhr@ucancap.org)