



WIC Educator I

Bilingual (English/Spanish) skills required.

Duties:

Performs a variety of paraprofessional, client service, and clerical work related to public health nutrition in delivering WIC program services to WIC mothers, infants, and children. Work is performed under direct supervision of a Nutrition Coordinator. WIC Educator I: This position is the entry-level job in the WIC Educator job series. The position is typically characterized as a training level staffed by entry-level incumbents. Incumbents at this level typically receive direct and continual supervision over their work and through the training modules to ensure accuracy and completion.

Oversees a caseload of clients participating in the WIC program. Conducts client orientations on WIC procedures individually or in groups. Issues WIC checks on a one to three month schedule. Schedules client appointments consistent with the issuance of WIC checks. Performs required anthropometric measurements. Sets goals with client and provides ongoing nutrition education as specified by nutrition education checklist or as directed by the clinic Nutritionist. Performs general clerical duties such as filing, typing, and answering phones in support of daily WIC functions. Maintains WIC files and chart records. Submits standard WIC forms and reports per state requirements and mandates. Consults with the assigned Nutritionist and/or appropriate clinic staff regarding client status, changes in status, medical problems, and related issues. Refers high-risk clients to the Nutritionist. Makes referrals to other Tri-County Health Department services or outside agencies as appropriate for health care, food banks, Medicaid, and social services assistance. Participates in staff conferences, WIC meetings, and staff in-services as assigned. May participate in community outreach activities such as health fairs, schools, and client special events. May assist in conducting group classes on orienting WIC clients to check issuance procedures and/or infant feeding. Performs other duties as assigned and required.

Education:

Requires graduation from high school or equivalent to the completion of the twelfth grade. General experience in customer service or clerical work preferred. Possession of a valid driver's license. **Bilingual (English/Spanish) skills required.**



Knowledge, Skills, and Abilities:

Basic personal computer use sufficient to enter and retrieve data, perform word processing, and communicate through e-mail. Basic clerical skills necessary for typing, filing, and answering phones. Universal Precautions. Establish and maintain effective working relationships with other Tri-County Health Department employees, representatives of other agencies and organizations, and members of the community. Provide professional and sensitive customer service to clients and public of diverse cultural and socio-economic backgrounds. Prepare and maintain accurate routine records, reports, and charts. Communicate effectively both verbally and in writing to exchange information with staff and clients and provide instruction to clients. Maintain sensitive and confidential client information. Demonstrate emotional and mental maturity.

Salary: DOQ

Office Location: TBD, multiple locations available

Close Date: Open until filled.

Employment Type: Full-Time

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