



COMMUNITY NUTRITION WORKER

Women, Infants, Children (WIC)
Department of Health & Human Services

Reports To: WIC Manager
Salary/Hourly Range: 23
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Created: 02/27/2019

INTRODUCTION

This position is responsible for providing nutrition advice, guidance and assistance to eligible families and individuals in accordance with the Women, Infants and Children (WIC) Program's mission, goals & objectives. The work consists of duties that involve various related steps, processes, and methods. The decision regarding what needs to be done involves various choices requiring the incumbent to recognize the existence of and difference around several alternatives. The incumbent is under general supervision and line authority of the WIC Manager. The supervisor defines the overall objectives, priorities and timeline. Incumbent plans and carries out responsibilities independently, keeping the supervisor informed of potentially controversial issues. Work is reviewed for accuracy, adequacy and adherence to policies and procedures.

The incumbent is under general supervision and line authority of the manager. The manager makes assignments with clear, detailed and specific instructions. The incumbent works as instructed and consults with the manager as needed on all matters not specifically covered in the original instructions or guidelines.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Interviews clients/guardians to determine eligibility of WIC services based on income, residence, and categorized eligibility; provides the clients/guardians a Rights and Responsibilities form that explains the WIC program and responsibilities, issues eWIC cards & explains the usage of eWIC food benefits and authorized vendors.
2. Takes height & weight measurements; for all clients and evaluates clients health, explains the risk factors for each client, and accurately enters the anthropometric data into the computer. Collects blood samples to determine hemoglobin levels;
3. Assesses each client's nutrition status and provides nutrition counseling using the participant centered skills method. Develop goals and ways to meet that goal with the client. Assigns a food package based on the needs of the individual clients.
4. Makes appropriate referrals after evaluation of client/families to other resources, i.e., health care facilities, community, state or federal programs, etc.; coordinates services for clients referred from other agencies to improve or meet the needs of the individuals/families.
5. Provides breastfeeding education and gives support to pregnant, breastfeeding and post-partum women.
6. Maintains rapport with local WIC vendors; provides training and monitoring through vendor site reviews; monitors vendors to assess compliance with the Hopi tribe's and Inter-Tribal WIC Program guidelines. Completes vendor site reviews according to ITCA policies and procedures.
7. Performs functions of a Clerk as needed.
8. Ensures appropriate documentation when issuing special formulas and foods.
9. Maintains confidentiality of client and vendor information.
10. Provides WIC nutrition classes and food preparation demonstration to clients.
11. Performs other duties as assigned or authorized to achieve program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the normal work site, WIC clients and family members, Hopi/Navajo community members, Hopi Head Start Program, state and federal agencies, other resource agencies and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts and establish a network of resources/services.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

Work is shared between an office and community based setting, requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. Travel may be required on and off the reservation.

MINIMUM QUALIFICATIONS

Education: Associates Degree in Nutrition or a related field;

AND

Experience: Two (2) years' work experience in community or public health nutrition work or in a human services field performing similar duties;

OR

Any equivalent combination of Education, Training, and Experience that demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of health education program planning, principles and methods;
- Knowledge and understanding of health issues relating to diabetes and women's health issues;
- Knowledge of the cultural, social and economic backgrounds of the Native American population;
- Knowledge of modern office machines/equipment and computer software;

- Good verbal and written skills;
- Possess basic nutrition education skills;
- Good human and public relations skills;
- Skills in operating modern office machines/equipment and computer software;

- Ability to conduct public presentations;
- Ability to operate modern office machines/equipment and computer software;
- Ability to establish and maintain professional working relationships with other agencies that provide supportive services.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
7. Within two (2) years of employment, incumbent will enroll in dietary courses with Central Arizona College.
8. Within six (6) months of employment, incumbent will be required to complete & pass all WIC competency units and the Certified Breastfeeding Counselor's course,

DESIRED QUALIFICATIONS

- Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in Hopi, and English languages as a condition of employment.