



JOB DESCRIPTION

JOB TITLE:	WIC Specialist	FLSA:	Non-Exempt
DEPARTMENT:	Human Services	GRADE:	A3
REPORTS TO:	Human Services Program Supervisor	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for providing support, resource, education and program information, advocacy and services to individuals and families in Lyon County.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Provides nutrition education, breastfeeding support, supplemental food issuance and referrals to health and other social services.
- Educates participants regarding proper nutrition on an ongoing basis.
- Educates and supports participants in breastfeeding and issue/ train on breast pump usage as needed.
- Determines eligibility for services using guidelines provided by State WIC program.
- Weighs and measures pregnant women, infants and children using scales, recumbent boards and upright measuring boards.
- Issues WIC benefits on WIC EBT cards, which allows the participant, Parents/caretakers, or proxies to purchase food package from an authorized WIC vendor.
- Distributes supplies and equipment; tracks inventory; ensures maintenance of needed supplies.
- Facilitates referrals and follow-up to other health and community services.
- Creates and maintains files; maintains accurate logs and compiles records of work performed; prepares regular and special reports as required.
- Confers with other agencies, departmental staff and supervisors regarding cases and to coordinate activities.
- Develops and maintains ongoing working relationships with other social services agencies, organizations, services clubs, and community groups.
- Provides department client education services
- Ensures compliance with all federal, state, local, and department laws, regulations, and requirements.
- Contributes to the efficiency and effectiveness of the division's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma/GED; AND two (2) years of experience providing direct human services to individuals and families; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Program policies and procedures related to the provision of human services.
- Policies and procedures of WIC program.
- Nutrition and breastfeeding information as it relates to pregnant, postpartum, infants and young children.
- Interviewing techniques and conducting assessments.
- Codes, laws, and regulations related to WIC program and the department.
- Community resources and programs available to clients with identified needs.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- Business arithmetic.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.
- Computer applications related to the work.

Skill in:

- Interpreting, applying and explaining complex laws, codes, regulations and procedures.
- Providing client education and instruction.
- Using initiative and independent judgment within established procedural guidelines.
- Using equipment and instruments related to duties.
- Maintaining accurate records and files related to work performed.
- Performing accurate mathematical calculations.
- Contributing effectively to the accomplishment of team or program goals, objectives and activities.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.
- Organizing own work, setting priorities and meeting critical deadlines.
- Performing accurate arithmetic calculations

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REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.
- Completion of Nevada State WIC CPA Program, Nutrition Course, and Certified Lactation Counselor.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting; strength and agility to lift materials weighing up to 50 pounds; stamina to stand and walk for extended periods of time; vision to read printed materials and computer screens; hearing and speech to communicate in person or over the telephone.

Work is subject to extensive driving and performance under exposure to intense noise, biohazards, chemicals and odors.