

Pregnancy Aid of Snohomish County

Job Description

Title: WIC Certifier

Immediate Supervisor: WIC Coordinator

Position Description: The WIC Certifier determines WIC participant eligibility, provides nutrition education, and issues WIC benefits according to existing policies.

Major Areas of Responsibility:

- Perform WIC certifications, health assessments, and second nutrition contacts for WIC applicants and clients
- Issue WIC benefits
- Receptionist duties
- Properly document client contacts in Client Services Information System (CIMS)
- Help maintain a clean and welcoming environment in the WIC clinic
- Maintain current knowledge of maternal and child nutrition and pertinent community resources

Primary Objectives:

- To promote good health and nutrition to WIC clients
- To perform all WIC tasks in accordance with WIC policy
- To create an office environment in which participants will be influenced to make positive behavior changes

Specific Responsibilities

- Regular and punctual attendance as assigned by the clinic schedule
- Accurately perform anthropometric and hematological measurements
- Interview and conduct assessments on applicants and participants for WIC certifications using client centered techniques
- Provide appropriate nutrition education
- Accurately issue WIC benefits
- Complete all client records for each day's work in a timely manner
- Pleasantly greet and check in clients and answer the phones
- Maintain knowledge of current WIC policies
- Compile data and submit reports as required

- Disinfect office equipment and clean waiting room and other client areas
- Attend and actively participate in WIC staff meetings
- Attend and actively participate in trainings and meetings as required by State WIC office or Pregnancy Aid
- Seek out other duties beyond specific assigned tasks
- Be available to help with other tasks as requested to further the efficiency of the clinic

Job Requirements

The WIC Certifier must have a Bachelor's degree in Nutrition or Home Economics with an emphasis in Nutrition, or be a Registered Nurse, or possess a high school diploma or GED, and complete, on the job, the State requirements for Competent Professional Authority.

Physical Demands

- Requires sufficient mobility to access various work locations.
- Requires ability to utilize a computer and other office and audiovisual equipment.
- Requires ability to lift and carry up to 20 pounds.
- Requires manual dexterity to obtain anthropometric and hematological measurements.