

WIC Nutrition Aide (Hourly)

Reports to: WIC Program Director
Classification Group: A
Date: October 1, 2020

Department: WIC

JOB SUMMARY:

1. The position of WIC Nutrition Aide involves specialized work in administering WIC Program Services throughout Cambria County while representing Community Action Partnership of Cambria County.
2. The WIC Program is considered essential and employees are expected to work in the event of a disaster and continue services to vulnerable populations.
3. Work involves preparation or development and administration of:
 - a. Nutrition and Breastfeeding Education
 - b. Anthropometric Measurements
 - c. Hematological Testing
 - d. Data Input
 - e. Outreach activities
4. This position is supervised directly by the Program Operations Supervisor.

ESSENTIAL RESPONSIBILITIES:

1. Explains basic concept of the WIC Program to WIC participants.
2. Maintains current knowledge of supplemental food packages, benefit issuance procedures, and WIC foods list.
3. Performs all functions of the program not requiring certification; includes, but not limited to: preparing and issuing food instruments, anthropometrics, evaluating incomes, hematological testing and referrals.
4. Utilizes the PA Department of Health computer system (PENN) for data processing as well as, any other procedures necessary to follow local agency and state agency policies and procedures.
5. Prepares charts for WIC clinics on a daily basis.
6. Answers phone calls and returns phone messages daily.
7. Provides basic and secondary nutrition education to participants during food benefit distribution under the direction of the Nutrition Education Coordinator.
8. Schedules appointments and utilizes the PENN scheduler.
9. Responsible for safeguarding and maintaining participant files.
10. Promote and support breastfeeding among WIC participants.
11. Responsible for collecting information for CATS – Client Access Tracking System
12. Attends and assists in the preparation of outreach events.

13. Reviews and/or completes current health/nutrition publications and/or self-studies provided by the Nutrition Education Coordinator.
14. Responsible for providing customer friendly attitude while on the work site or at outreach events.
15. Responsible for maintaining participant flow within established time frames as designated by clinic schedules.
16. Responsible for providing feedback to the office manager regarding clinic schedules, client flow, and clinic operation.
17. Completes quarterly time studies.
18. Performs other reasonably related duties as assigned by immediate supervisor.

ADDITIONAL RESPONSIBILITIES:

1. Attends meetings as required.
2. Participates in required job-related training and outreach events.
3. Performs overnight travel as required.
4. Safely drives WIC vehicle.
5. Required to work all WIC clinic sites.
6. Mandated child abuse/neglect reporter
7. Follows the program procedures relating to confidentiality.
8. Maintains a sanitary work environment by following the WIC Program's Continuity of Operations Plan during a pandemic or related disaster.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Strong oral and written communication skills.
2. Basic computer skills for data input.
3. Able to weigh and measure (read a ruler and scale)
4. Excellent customer support.
5. Ability to exercise independent judgment to identify the needs of the program and of the participant.
6. Ability to perform simple mathematical procedures, such as computing family income.
8. Ability to work independently or in conjunction with other support staff.
9. Good organization, filing, and general work skills.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. High school diploma or General Education Diploma. (Required)
2. Minimum of six month's experience in public contact field. (Required)
3. Current Pennsylvania Driver's License and reliable transportation. (Required)
4. Free of Child Abuse/Neglect history as verified by proper authorities. (Required)
5. Must obtain FBI Fingerprinting, PA State Police Background Check, Child Abuse and NSOR Clearances prior to starting employment. (Required)
6. Six month's previous experience in nutrition or have completed and passed an approved college course in nutrition or dietetics (Preferred).

EMPLOYEE'S SIGNATURE: _____

DATE: _____