

Job Description: CERTIFIED AUTHORITY (WIC)

CLASS NO. 2706

EEOC CATEGORY: Professional

PAY GROUP: 19

FLSA: Exempt

SUMMARY OF POSITION

Performs and is responsible for certifying nutrition risk conditions at the time of certification and prescribing supplemental foods. Performing infant, child, and adult screening tests, reviewing immunization records, Referring clients to supporting Agencies and counseling clients on various topics, i.e.: Health, Nutrition.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Wellness Center Nurse Practitioner
2. Directs: Secretary II (WIC) and Peer Counselors under direction of Contract Lactation Consultant
4. Other: Work with Contract Registered Dietitian

EXAMPLES OF WORK

Essential Duties*

Perform medical intake and assessment of client, including height, weight, health history and Hemoglobin.

Develop diet packages for all WIC participants.

Determine client priority level for program services.

Teaches Nutrition Education Classes, develops material and writes curriculum.

Serve as Nutrition Education and Breastfeeding coordinator, write yearly plans.

Serve as Staff Training coordinator, write, and present yearly plans.

Coordinate Peer Counselor program.

Maintain client files.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 7/9/2013

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Promote outreach in Chambers County giving community talks, visit schools and distribute outreach materials.

Provide information and Counseling on Health related topics and nutrition meeting client needs.

Conducts annual Self-Audit;

Provides in-service on breastfeeding topics for Breastfeeding Peer Counselors as needed;

Provides training on breastfeeding referral protocol to all new employees;

Reconciles all state agency purchased breast pump inventory against inventory logs;

Ensures that new staff completes Nutrition Modules and current staff completes revised modules as instructed by the State Office;

Maintains up to date local resource list of healthcare/drug/substance abuse counseling/treatment;

Maintains updated list of employees on WIC and/or their relatives and friends on WIC;

Training for new employees during orientation: Breastfeeding (including Staff Referral Protocol) within one month employment. Civil Rights, Customer Service, Security Awareness and job skills training within 3 months of employment;

Conduct child abuse training for all new employees;

Ensure new employees have all required immunizations and/or documentation of declinations according to local agency's policies;

Ensure new employees have current registration/licensure and existing employees maintain current licensure;

Calibrate scales and hemoglobin equipment as needed per manufactures' instructions;

Ensure and plan outreach information is distributed to potential eligible clients;

Maintain Conflict of Interest statements;

Conduct QA evaluation of administrative, eligibility, facility, clinical and financial management to assure conformity to standards as part of annual Self Audit;

Assists with administration of immunizations as needed by Chambers County Health Department;

CLASS NO. 2706 (Continued)

DEFINITION OF CERTIFYING AUTHORITY as outlined in State Agency. Nutrition Services Department of State Health Services Policy Manual: refer to Policy CS: 16.

A CA shall be one of the following:

Registered Dietitian (RD)

Licensed Dietitian (LD)

Nutrition with Bachelor Master Degree

- A. Nutrition Science
- B. Human Nutrition or Dietetics
- C. Community Nutrition
- D. Public Health Nutrition
- E. Clinical Nutrition
- F. Home Economics with Food/Nutrition major
24 Semester hours credit in food and Nutrition.

Home Economics major 12 or more semester hours credit in Food and Nutrition.

Dietetic Technician (DTR)

Registered Nurse (RN)

Licensed Vocational Nurse (LVN)

Physician (MD or DO)

Physician Assistant (PA)

Degreed Professional with 12 or more semester hours credit in Food and Nutrition.

Other Health Professionals by SA approval only (transcript shall be submitted to SA).

CERTIFICATES AND LICENSES REQUIRED

Licensed and Certification will be maintained and kept on record.
Attend annual Breastfeed Conference as required by State Office;
Attends Breastfeeding Coordinator training every 5 years as required by the State Office;
Must possess a valid Texas Driver's License

IMMUNIZATION

Employee will maintain current immunizations as required by local policy.