

Northwest Colorado Visiting Nurse Association

WIC Educator

General Statement of Duties:

Delivers the full range of Women, Infant and Children (WIC) services to clients by determining and documenting eligibility of WIC clients, producing WIC checks, maintaining client and program records, interviewing clients, counseling clients on diet, and developing individual care plans based on a sound understanding of nutritional concepts.

Supervision Received:

Works under the supervision of the WIC Director or designated WIC health professional.

Supervision Exercised:

None.

Essential Functions:

1. Assures quality of the administration of WIC services, including disseminating program information and providing education.
 - Explains the program to prospective clients; takes applications over the phone and in person; maintains waiting lists by priority and prescreening list, when necessary.
 - Provides assistance in completing forms to people who have difficulty in speaking or writing.
 - Schedules appointments with clients and follows up on clients who miss their appointments.
 - Takes accurate health assessments at specified intervals involving heights, lengths, weights, and biochemical measurements; accurately graphs this information and/or routes to the appropriate person.
 - Collects and analyzes diet histories or recalls according to acceptable method; interprets diet assessments to clients.
 - Determines and documents complete program eligibility; identifies all relevant risk factors; enrolls clients; reevaluates clients for continued program eligibility.
 - Determines food packages and tailors to individual needs; documents tailoring; issues computer checks.
 - Provides full explanation of the program to clients to prevent and help resolve client misuse; explains the nutritional risk factors which pertain to the client.
 - Assesses need for and refers clients to appropriate health care and social service programs; makes individual referrals to health/social professionals and follows up referrals.
 - Discusses diets thoroughly with clients providing specific dietary counseling to attain goals.
 - Designs documents and carries out individual education plans; sets appropriate behavior change goals with clients; makes appropriate referrals; follows up and

- documents progress toward goals; reevaluates and establishes new goals; follows protocols.
 - Identifies high and moderate risk clients according to the definition and makes appropriate referrals to the WIC professional.
 - Ensures patient confidentiality and that participants are treated with respect, compassion and empathy.
 - Understands retailer requirements; documents client and retailer requests or problems and resolves simple problems; refers more complex or repeated problems for resolution.
2. Ensures supplies for WIC program are adequate, functional and appropriately used and/or displayed.
- Ensures that all equipment is clean and maintained in working order and tested for accuracy at regular intervals.
 - Assists in designing and preparing nutrition education materials bulletin boards.
 - Orders and maintains adequate inventory of office supplies, clinical supplies, forms, educational leaflets, checks, and other materials for the clinic sites.
3. Utilizes ASPENS computer program to enter client data and generate reports.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

Minimum high school diploma or GED. Associate's Degree in Nutrition or background as an L.P.N. is preferable.

Experience:

Previous work experience with the public.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$100,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.
3. Current CPR certification according to agency policy.
4. Complete the WIC certification program within 6 months of hire. Complete Level 1 WIC certification within 3 months of hire.

Skills:

1. Psychomotor skills to provide care, including daily and repetitive pinching, grasping, and manipulating (i.e. performing hemacues).
2. Daily standing, squatting, walking, bending, and maneuvering in clinic settings which are not barrier free.

Knowledge:

1. Knowledge of business English, spelling, arithmetic.
2. Knowledge of standard office practices and procedures.
3. Knowledge of socio-economic conditions of local community and social agencies.
4. Knowledge of effective interviewing and counseling techniques.
5. Knowledge of nutrition and nutritional concepts.

Abilities:

1. Ability to operate standard office equipment.
2. Ability to read and interpret a variety of complex rules, regulations, and other materials.
3. Ability to prepare and maintain accurate and neat records.
4. Ability to provide client services to assigned caseload and complete paperwork within time limits.
5. Ability to establish and maintain effective working relationships.
6. Ability to communicate effectively verbally and in writing.
7. Ability to work with minimal supervision; ability to work as a team member.
8. Ability to pass the WIC certification program with a 90% score or above within 6 months of employment must have Level 1 completed within 3 months of employment.
9. Ability to work with height, weight, and measuring devices.
10. Ability to operate state ASPENS computer system.

Equipment:

1. Daily use of telephone, copier, computer and other office equipment.
2. Use of HemoCue, height, and weight devices.

Working Conditions:

1. Work environment is variable, as care is performed in clinics, or public, non-medical facilities. Lighting acoustics, air quality, temperatures, and environmental hazards are not predictable.
2. 70% of workday is spent on a computer.
3. This position meets the criteria for Category 2 of OSHA's guidelines for exposure to biohazards.