# Job Description

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| Job Title: | WIC Certifier | Classification: | Classified |
| Department: | Health | Grade: | 110 |
| Occupational Group: | Public Health | FLSA: | Non-Exempt |
| Status: | Full-Time | Supervisory: | No |

## Primary Purpose

Under general supervision; assists in collecting and entering data from WIC participants to ensure program eligibility. Assists in obtaining certification data to complete a certification for the WIC program, issues benefits, and schedules appointments for participants.

## Essential Job Functions

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.*

1. Determines eligibility for WIC program by assessing income, residency, and identification; maintains separation of duties to ensure that a minimum of two local agency staff are available to perform certification duties and one staff member is not determining eligibility for income and nutritional risk simultaneously.
2. Obtains necessary certification information such as demographics, height/length, weight, hemoglobin value, oral assessments, initial nutrition assessment, or other necessary medical and/or health information to certify WIC participants eligibility; enters data in MOWINS.
3. Determines participants' eligibility by assigning the appropriate risk factors; informs participants of their qualifying risk factors.
4. Prescribes standard food packages or refers to Nutritionist to assign appropriate food packages in accordance with the food and Formula Reference Benefits Guide and standard contract formula.
5. Informs participants on their Rights and Responsibilities; describes how to use benefits at store; informs participants of the benefits and services of the WIC program.
6. Assigns the WIC card and pin; issues food benefits in accordance with State policy; loads the card, checks WIC direct for successful completion; prints shopping list. Determines if the participant is high risk and schedules the next appointment accordingly. Deactivates benefits and updates pin, as needed.
7. Assists in the promotion of breastfeeding as being the preferred method of feeding.
8. Refers participants to appropriate social, health and/or nutrition services.
9. Transfers participant information from other WIC programs; contacts WIC offices in other states as needed.
10. Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.

## Other Duties

- Changes household identification for foster care.
- Participates in community outreach efforts as assigned by the WIC Nutrition Coordinator or WIC Coordinator.
- Ensures program integrity.
- Attends and participates effectively at departmental staff meetings.

- Performs other duties as assigned.

## Minimum Qualifications

**Knowledge of:** WIC program eligibility guidelines and general guidelines of other community health programs; Windows Explorer; Microsoft Office Suite.

**Skill in:** Obtaining accurate anthropometric and hematological measurements; accurately assigning applicable risk factors based on medical, health, and nutrition assessment; accurately recording medical data and nutrition services in participants' file; establishing and maintaining effective working relationships with staff, participants, other City employees, and the public; Windows Explorer; Microsoft Office Suite.

**Education:** High school diploma or GED equivalent required, prefer candidates with credits earned in a nutrition related allied health program.

**Experience:** No prior experience is required. Prefer two years of experience in a community health nutrition program.

**Licenses and Certifications:** Possess and maintain a valid state issued driver's license; complete the established minimum continuing education requirements established by the City and State annually and throughout employment as a condition of employment. Successful completion of initial and annual State approved training must occur within time designated by the State WIC office.

## Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person, in a classroom setting and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Employees work in an office environment with moderate to high noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

## Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

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| Revision Date: 11/01/2021 | Type of Change: Update position |
| Revision details: City-wide job description revision and updates. | |