



**POSITION ANNOUNCEMENT
WIC HEALTH EDUCATOR**

Department: WIC

Supervisor: WIC Program Supervisor

Status: Full Time

Date: May 2021

POSITION SUMMARY:

This position is primarily responsible for determining eligibility for WIC Clients, evaluating client lab values, discussing nutritional requirements and prescribing WIC food packages. This position may also involve assisting WIC Dietician as needed. Must be emotionally mature and able to function effectively under stress and the ability to organize and prioritize work.

REQUIREMENTS:

1. The candidate is required to have a baccalaureate degree plus one year of professional experience in public health, health education, or social services. A baccalaureate degree with fourteen semester hours or a combination of fourteen hours in food and nutrition or dietetics will substitute for the baccalaureate degree plus one year of required experience.
2. Within six months of hire, the candidate is required to complete the Competent Professional Authority (CPA) training mandated by the Louisiana State WIC Agency. The candidate is required to be able to successfully complete established competencies for the position within the designated probationary period.
3. Effective communication skills, both oral and written. Ability to work with others within a team to ensure quality patient care. Ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner.
4. Must have strong written and verbal communication skills.
5. Must have pleasant telephone etiquette; ability to deal tactfully and effectively with patients; must have strong computer skills, use of Microsoft applications and familiarity with electronic health records.
6. Must be critical-thinking and detailed-oriented.
7. Excellent verbal and written communication skills.
8. Must have exceptional interpersonal communication skills.
9. Must be detail oriented, organizational and prioritization, and work independently as well as schedule and produce work in a timely manner.
10. Must have concern for and understanding of low-income people and knowledge of local resources, which benefit the economically disadvantaged. Knowledge of and experience in computers and internet.

RESPONSIBILITIES:

1. Complete initial assessment of patient according to WIC Department Policies & Procedures, determines eligibility for WIC and documents appropriately in chart and in PHAME system.
2. Certify and assess patient's weight, measure/plot growth and perform finger sticks for hematocrit test.
3. Ensure WIC staff determine nutritional risk and assign food packages for all clients.
4. Provide counseling, teach WIC Education and Breastfeeding classes, promotes breastfeeding and asses and evaluate the need for special formulas.
5. Train, manage and perform laboratory screening assessment procedure.

6. Responsible for supervision of WIC clinic operations and employees.
7. Serves as a breastfeeding resource for WIC staff.
8. Meet or exceed organizational standards as it relates to teaching clients and/or families about diagnoses.
9. Utilizes technology to create a more efficient and effective way of doing business.
10. Maintains the integrity of medical records system and confidentiality of workplace information according to the policies and procedures of the organization.
11. Assist in controlling the use of material and supplies necessary to perform job duties. Maintains proper use of equipment and proper inventory management of supplies.
12. Works professionally as a team member in conjunction with other employees in the department and center.
13. Communicates with all customers in a professional manner.
14. Pulls charts if necessary.
15. Returns all incomplete charts to appropriate personnel.
16. Knows all codes and communicates codes effectively over the intercom system.
17. Performs quality chart audit prior to patient's arrival.
18. Obtains Advance Directive information on applicable patients 100% of the time.
19. Accurately utilizes and maintains a system of chart tracking.
20. Provide appointment services to walk-in and work-in patients.
21. Operates within the guidelines established by departmental and Center policies and procedures.
22. Attends general orientation and training
23. Responds to all emergency codes and drills and completes appropriate paperwork.
24. Demonstrate knowledge of Policies and Procedures for the 7 Environment of Care Plans: (1) Safety and Security; (2) Hazardous Material and Waste; (3) Fire Safety; (4) Medical Equipment; (5) Utilities; (6) Other Physical Environment; and (7) Emergency Management.
25. Enforces Environment of Care policies (smoking, hand washing, trash disposal, etc)
26. Adheres to Policies and Procedures of Employee Handbook
27. Understand and Follows Grievance policy when necessary
28. Participates in continuing education opportunities
29. Attends Staff Meetings
30. Participates in CQI activities
31. Keeps appropriate individuals aware of issues, changes and/or pertinent problems. Advises appropriate personnel of situations requiring follow-up attention.
32. Suggests practical solutions in response to changing regulations, customer and department needs.
33. Utilize and require others within the department to utilize the Plan, Do, Study, Act (PDSA) performance improvement model.
34. Expresses knowledge of and actively participates in Health Disparity Collaborative through staff meetings participation.
35. Serves as a positive influence on others by interacting confidently and productively on a consistent basis.
36. Communicates accurately and effectively to achieve results.
37. Oral and written communication is accurate, timely and professional.
38. Greets people immediately and in a friendly manner when they first arrive in the area; demonstrates an unsolicited willingness to help by making eye contact; helps new staff members feel welcome by introducing self and offering assistance.
39. Wears facility identification while at work.
40. Represent the health center in the community in a professional manner with participation in health fairs, school functions, and other volunteer activities.
41. Indicate and submit accurate time and attendance according to policies.

42. Properly utilizes and maintains equipment and supplies.
43. Utilizes cost effective thinking/measures on a daily basis.
44. Perform other duties as assigned by supervisor.

APPLICATION PROCEDURE:

Please submit a completed employment application found at www.caresouth.org/jobs or the HR office. CareSouth is an Equal Opportunity Employer.

CLOSING: Until filled.