

COOS COUNTY JOB ANNOUNCEMENT

Public Health Aide I WIC Certifier Trainee Coos Health & Wellness

\$3,660 - \$4,282 per month

[Position is subject to a DHS background check](#)

DEPARTMENT: COOS HEALTH & WELLNESS

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED**.

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N Adams
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted:	Coquille Courthouse	CHW Building
	Email Coos County Employees	Indeed
	County Website	Employment Department

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

DESCRIPTION OF POSITION

Revision Date 7/10/2018

1.	Current Classification Title: Public Health Aide I
2.	Working Title: Public Health Aide I - WIC Certifier Trainee
3.	Department: Coos Health & Wellness - Public Health Division
4.	Pay Grade: 414 Position Is: Full Time ☒ Part Time ☐ Extra Help ☐ Seasonal ☐ Other _____ Excluded from Bargaining Unit? Yes ☐ No ☒ AFSCME _____ Eligible for Overtime? Yes ☒ No ☐
5.	What is the purpose of this position? Under the direction of the WIC Program Manager, orient and train in the CHW WIC program and services, with the opportunity to demonstrate progressive responsibility and ability to successfully perform the duties listed below. A PH Aide I employee shall be eligible for reclassification to PH Aide II status upon successful demonstration of these duties and responsibilities, successful completion of assigned training, and maintenance of a full caseload. This position learns how to provide WIC services, e.g., assess program eligibility, determine nutritional risk, provide nutrition education and counseling, and prescribe supplemental foods. Does related documentation and program clerical duties.
6.	Essential functions of position: (The reason the position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. 70% Trains and learns the WIC program, the roles and responsibilities of the position: • Attends all required in-person trainings, in-services, and other online trainings required to be fully operational as a cross-trained WIC Certifier. • Shadows all other WIC certifiers to learn certifying techniques, skills, and procedures. • Maintains all applicable professional, legal, and ethical standards, including confidentiality and informed consent. 20% provides WIC services to participants • Prescribe food packages; • Develops a nutrition plan with the client for the certification period; • Provide appropriate nutrition-focused counseling and breastfeeding promotion and support; • Refer to health care and community services; • Refer high-risk participants to a WIC nutritionist for follow-up and individual care plans based on the needs of the participants. • Documents program records on the WIC computer database. • Balances multiple responsibilities between data entry, benefit issuance, shopper education, appointment scheduling, and answering the phone. 10% other duties: • Attend regular staff meetings, in-service trainings, and other meetings as directed. • Participates in Public Health Preparedness events and trainings as directed. • Regular and consistent attendance is required. • Exhibits excellent customer service skills. • Perform other duties as assigned.
7.	Supervision: ▪ This position is supervised by the WIC Manager ▪ This position will be observed by the WIC Training Supervisor. ▪ This position does not supervise other employees.
8.	Working conditions of the position: Usual work schedule—Monday through Friday, 40-hour week, 8 am to 5 pm, and travel to satellite clinics. Occasional out-of-town trainings requiring an overnight stay. Requires physical ability to

DESCRIPTION OF POSITION

occasionally lift up to 40 pounds, including babies and small children, for short periods; requires sitting, bending, and walking for lengthy periods during the work day. Will be trained and required to use personal protective equipment when checking hemoglobin levels and to protect against exposure to cleaning materials. The environment can be high-paced, with loud noises and crying infants.

9. List required special skills, licenses, certificates, etc.:

Graduation from high school or a GED equivalent, with successful completion of one year at an accredited college, and two years' experience working in a community health setting with similar responsibilities in a WIC program, or an equivalent amount of training and experience to demonstrate an acceptable level of competence to perform the duties of the position. Actively will work towards completing all required modules, online courses, and in-services relevant to this position. Knowledge of child development and nutrition required. Oregon driver's license or the ability to obtain one. Cultural sensitivity to diverse populations and an ability to work harmoniously with others in an unbiased, nonjudgmental manner, with excellent interpersonal skills. Ability to work with uncooperative, crying children. Customer service experience, good oral/written communication, and organizational skills. Must be able to accept supervision, constructive and candid feedback. Preference for bilingual English- and Spanish-speaking candidates. Computer keyboarding skills.

10. Is the operation of a motor vehicle required? Yes ☒ No ☐

List equipment, tools, and machines used in the performance of duties:

Operate a variety of clinical and office equipment, including but not limited to, weight and height measuring equipment such as scales and measuring boards, hemoglobin-HemoCue, breast pump, multiple line telephone system, computer equipment, laptops, Wi-Fi air cards, photocopier, scanner, eWIC card reader, iPad, pin pads, fax machine, and communication systems like DSS Check-in System, Teletask, Skype, Zoom, Teams and Outlook.