



Public Health
Prevent. Promote. Protect.

VICTORIA COUNTY

PUBLIC HEALTH DEPARTMENT

WIC PROGRAM (Women, Infants, and Children)

2805 N. Navarro Street * Victoria, TX 77901

Position:

**WIC - Certifying Authority /
Nutritionist / LVN**

Full Time Position with benefits

Salary: \$19.32- \$23.19 per hour

Non Exempt

Open until filled

SUMMARY

Employee is responsible for providing accurate nutrition assessments, identifying nutritional risk conditions and needs, providing tailored individual counseling, and assigning proper food packages.

Employee performs clinical duties and corresponding clerical activities in a busy office environment. Work involves multiple duties including: the determination of eligibility of potential participants, computer data entry, benefits issuance functions, education classes, performing hemoglobin screening, identifying nutritional risks, and performing personal counseling.

Work includes providing services to a community that is diverse in culture and income while maintaining privacy standards as well as providing exceptional customer service. Employee must participate in out-of-town WIC clinics and work occasional evening and weekend hours.

Capable of bilingual (English/Spanish) communication is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Accurately document all time worked.
- Report directly to WIC Program Administrator.
- Provide exceptional internal and external customer service.
- Adhere to, and maintain a thorough knowledge of, Texas Health and Human Services (HHSC), Victoria County (County), and WIC Program policies and procedures.
- Act as team leader of a team consisting of self and two clerks and act as clinic supervisor when assigned.
- Maintain order and continuous flow of participants in WIC clinics.
- Handle client complaints and refer to clinic administrator when appropriate.
- Screen and document identification, income and residence status for program eligibility.
- Obtain, document, and graph anthropometric measurements and BMI following State WIC policies and procedures.
- Perform nutritional assessments for WIC participants through weighing and measuring, lab work, diet assessment, and health history while maintaining proper documentation.
- Provide nutrition and breastfeeding counseling, support, and education to groups and individuals.
- Assess and assign appropriate nutritional risk codes to qualify clients during certification and assign proper individual food packages.
- Communicate with medical personnel about appropriate nutritional care of WIC clients, and acts as a

liaison to other health professionals and community agencies for referral of clients.

- Follow referral program guidelines for high-risk clients for nutrition counseling.
- Comply with the provisions of current Texas Family Code, related Texas Administrative Code, and any local governmental Orders or Ordinances concerning the reporting of suspected child abuse.
- Evaluate formula requests, communicate with health care providers to clarify requests, and make approval determination.
- Balance scales and check hemoglobin photometers daily and monthly.
- Ensure compliance with required training to include attending conferences, meetings, and travel.
- Assist with training other employees, quality assurance/improvement activities and outreach events.
- Perform breast pump issuance, assembly, use, inventory control, retrieval, and cleaning.
- Perform general office duties, including telephone and front desk coverage.
- Cross train to perform issuance of benefits.
- Travel and work in other out-of-town WIC clinic sites as deemed necessary, involving driving WIC vehicles to and from, and setting up work area.
- Contributes to team effort by accomplishing related results as needed.
- Have no vested financial interest in WIC.
- Maintain absolute client confidentiality, and breach of such is grounds for immediate termination.
- Perform other related duties as assigned or required.

SUPERVISORY RESPONSIBILITIES

- None.

EDUCATION AND/OR EXPERIENCE

- Nutritionist with a Bachelor's degree in any of the following:
 - Nutrition Sciences
 - Human Nutrition or Dietetics
 - Community Nutrition
 - Public Health Nutrition
 - Clinical Nutrition

OR

- Bachelor's degree in Home Economics with Food and Nutrition major with 24-semester hours credit in food & nutrition.

OR

- Licensed Vocational Nurse (LVN)

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Driver's License.
- LVN's: Current, unrestricted license as a Licensed Vocational Nurse (LVN) by the Texas Board of Nurse Examiners

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization
- Capable of bilingual communication (English-Spanish), both spoken and written, is preferred.

MATHEMATICAL SKILLS

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk, talk, and/or hear over 2/3 of the time.
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste and/or smell under 1/3 of the time.
- Up to 25 pounds lifting under 1/3 of the time.
- Over 25 pounds lifting none of the time.
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The majority of the essential job duties are performed indoors as well as in areas where universal precautions apply.
- Employee may be exposed to indoor temperature fluctuations.
- Exposure to wet or humid conditions, work near moving mechanical parts, work in high or precarious areas, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold (non-weather), extreme heat (non-weather), risk of electric shock, work with explosives, risk of radiation, and/or vibration occurs none of the time.
- Exposure to moderate noise levels.
- May be exposed to upset or irate citizens.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901