



## WIC CERTIFIER – Bilingual

**CLASS SUMMARY:**

WIC Certifiers promote health and nutrition for women, infants, and children in the WIC program by determining eligibility, completing certification, and providing nutrition and breastfeeding education to program participants.

**SUPERVISION RECEIVED:** Receives general supervision from assigned staff.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1.	Determine initial and ongoing eligibility of potential participants according to federal, state and local policies.
2.	Conduct nutrition assessment, evaluate collected information, and assign appropriate risk codes/high risk codes.
3.	Collect and evaluate diet and medical history for conditions relevant to nutritional status.
4.	Promote, educate on and encourage breastfeeding with pregnant and post-partum participants.
5.	Obtain and evaluate blood samples relevant to the measurement of hemoglobin/hematocrit.
6.	Obtain and evaluate height and weight measurements.
7.	Provide nutrition education appropriate to medical/nutritional risk conditions, participant category and level of motivation/understanding.
8.	Complete all certification components and issue nutrition benefits to eligible participants.
9.	Teach prepared group nutrition education sessions on a variety of nutrition topics in facilitative style to encourage client participation and ensure full utilization of maximum program benefits.
10.	Facilitate and promote healthy parenting behavior related to nutrition.
11.	Provide service in a manner that demonstrates and incorporates cultural competence.

LANE COUNTY  
WIC Certifier - Bilingual (Continued)

12.	Refer WIC participants to appropriate professional and social service agencies.
13.	Assist colleagues with meeting local and state WIC program objectives.
14.	Attend and participate in required self-development and continuing education opportunities.
15.	Communicate in a professional manner in all contacts with colleagues, participants and the community.
16.	Develop effective, cooperative relationships with colleagues, participants and the community.
17.	Assist in setup, takedown and daily operations of mobile clinic sites.
18.	Transport clinic supplies and equipment as requested.
19.	Promote WIC through periodic outreach activities in the community.

**Knowledge of** (position requirements at entry):

- Wellness, prevention and health promotion principles.
- Nutrition principles and nutrition education techniques.
- Topics relevant to maternal and child health.
- Concepts of cultural competence.

**Skills in** (position requirements at entry):

- Interpret and implement program guidelines.
- Manage multiple priorities in an active work environment.
- Multitask with attention to detail.
- Maintain confidential information.
- Establish effective relationships with colleagues. Ability to use tact and discretion when working with participants and the public.
- Learn and adapt to new technology and a changing work environment.

**Training and Experience** (positions in this class typically require):

Two years progressively responsible work experience in a health care setting, educational or social service setting which includes, or is supported by coursework in, nutrition education. Bachelor's degree from an accredited college or university with major course work in nutrition, health, dietetics, education or a related field. An equivalent combination of experience and training demonstrating the required knowledge and abilities, is qualifying.

**Licensing Requirements** (positions in this class may require):

Oregon Driver's License may be required.

**BILINGUAL "B"**  
Bilingual designation is an adjunct classification.

Language – ***Spanish***

**CLASS SUMMARY:** To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee's main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

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| 1. | Interpreting between English speakers and LEP persons.                     |
| 2. | Orally translating documents.  |
| 3. | Providing oral assistance.   |
| 4. | Providing written assistance, including some written document translation. |

**Knowledge of** (position requirements at entry):

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

**Skills in** (position requirements at entry):

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

**Training and Experience** (positions in this class typically require):

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

**NOTE:** This position is represented by AFSCME Local 2831.

**Classification History:**

FLSA Status: Non-Exempt