

JOB POSTING FOR LEWIS AND CLARK COUNTY

Position Title: WIC Coordinator

Organization: Lewis & Clark County Public Health

Pay Rate: \$22.12 per hour to \$23.42 per hour

Position Type/Status: Full-time/Non-exempt/MFPE

Closing Date: April 26, 2024

Lewis and Clark County Public Health is hiring for a WIC Coordinator. Under the general supervision of the Child and Family Health Supervisor, this position provides clinic coordination, nutrition education, outreach, and broad support to the WIC clinic.

Who We Are

WIC is an acronym for Women, Infants and Children. This valuable program provides:

- Nutrition screening, education and counseling to improve eating behaviors and reduce or eliminate nutrition problems;
- Access to preventive health programs and referrals to private and public health providers;
- Benefits to purchase healthy foods at supermarkets across Montana;
- Breastfeeding support and counseling;
- Free breast pumps;
- Benefits for fresh fruits and vegetables at seasonal farmers markets;
- Referrals for dental screening;
- Referrals to other local health and social services;

Benefits

Lewis and Clark County offers a competitive benefits package!

Includes:

- Health Coverage – 2 Types of Health Plans which includes medical, dental, vision, and pharmacy coverage;
- Traditional Plan - cost for employee only is \$50 per month and with the Wellness incentive, the cost may be reduced to \$0 per month for full-time employees;
- High Deductible Health Plan – cost for employee is \$0 per month and an additional \$1200 per year to a Health Savings Account for full time employees;
- PureView Health Center – preferred clinic provider and no cost to the employee and his/her dependents;
- Retirement plans;
- Paid Vacation and Sick Leave and Holidays;

- Employees are provided with \$25,000.00 of Life Insurance and \$25,000.00 of AD&D insurance as a new employee;
- Wellness Screening Incentive;
- Gym Membership Reimbursement;
- Voluntary Supplemental Life Insurance;
- Public Service Loan Forgiveness (PSLF) – Employment with the County may qualify you to receive student loan forgiveness under the PSLF. Look here to learn more and see if you may qualify!
- <https://fed-pro.org/public-service/>

Other Benefits

Includes:

- Working in a fast-paced environment;
- Opportunity to serve on a variety of different committees;
- Professional development and training opportunities;
- Cost of living increases;
- Market adjustments;
- Step based wage increases;
- Paid parental leave.

Duties

- Assists WIC Administrative Assistant in creating the master clinic schedule and coordinates clinic flow;
- Coordinates the Farmer's Market Nutrition Program;
- Acts as the Local Agency Retail Coordinator (LARC);
- Conducts monitor visits and follow ups on stocking issues with local grocery stores that offer WIC;
- Conducts pre-authorization visits, distributes resources to stores, and understands the complaint process;
- Collects information to do research on issues with WIC transactions and elevates to the state WIC office;
- Acts as the first point of contact with the stores;
- Manages breast pump inventory and issuance;
- Assists supervisor with outreach efforts community wide;
- Gathers demographic information, screening and determines categorical, residential, and financial eligibility;
- Gathers height, weight, and biochemical information as needed;
- Describes food delivery system and food list, issues benefit and explains use;
- Coordinates pre-authorizations and documentation necessary to bill Medicaid, collaborating with WIC Registered Dietitians and Department Billing staff;
- Provides administrative support as needed, including greeting clients, answering phones, mailings, ordering supplies, and other administrative duties to support the WIC clinic;
- Maintains case records and pulls and reviews Tableau reports;
- Attends meetings, conferences, workshops, and training sessions;

- Inputs data in SWEB, CONNECT referral system, and other relevant systems;
- Provides education and support to participants on WICSmart;
- Provides support to participants in utilizing farmers market and grocery store benefits;
- Performs duties and responsibilities in a culturally sensitive and appropriate manner;
- Performs other duties as assigned.

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required for this job. Duties, responsibilities, and tasks may change with or without notice.

Examples of Knowledge

- Knowledge of Federal and state regulations for WIC program;
- Lewis and Clark County policies and procedures;
- Health Department programs, policies, and procedures;
- Principles and practices of human nutrition, nutrition education, nutrition planning, disease conditions and treatment related to nutrition;
- Breast-feeding practices and procedures and basic infant and child feeding behaviors;
- Community health and human service resources;
- Public health quality assurance and quality improvement policies and programs;
- Child-abuse reporting laws;
- HIPAA regulations and practices;
- Performs duties and responsibilities in a culturally sensitive and appropriate manner

Examples of Skills & Abilities

- Ability to use common office machines;
- Prepare reports according to prescribed standards;
- Maintain client confidentiality according to prescribed standards;
- Establish priorities according to prescribed standards;
- Prepare reports according to prescribed standards;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Operate computer systems and related software, including word processing, email and spreadsheet programs; communicate effectively orally and in writing;
- Ability to develop connections or work with diverse populations;
- Establish effective working relationships with program participants, fellow employees, supervisors, and citizens.

Qualifications

The knowledge, skills, and abilities required for this position are typically acquired through a combination of education and experience equivalent to an Associate's degree in a health-related field or a combination of education and experience equal to two (2) years providing administrative support position. Health related work experience and experience working with families and children preferred.

WIC staff that provide direct clinic services must attend New Employee Orientation provided by the State WIC Office within 12 months of hire. Certified Lactation Consultant preferred.

Special Requirements

Certified Lactation Consultant preferred.

Physical Demands

Duties are generally performed in a medical clinic environment where hazards and discomforts are controlled and modifiable. Duties involve occasional exposure to bodily fluids, communicable diseases, pathogens, and biohazard materials. Ability to bend at the waist, kneel, reach over the head, talk, hear, and see. Able to move or lift documents and materials weighing up to 30 lbs. Frequent contact with fellow employees, participants and citizens.

Application Instructions

Applications for this position are accepted online only through our career portal. [Job Opportunities - Lewis & Clark County \(lccountymt.gov\)](http://www.lccountymt.gov)

www.lccountymt.gov/Government/Human-Resources/Job

The following items are required along with the on-line application:

- Resume
 - Attach resume to online application in designated section
- Cover Letter
 - Attach cover letter to online application in resume upload section as well. More than one document can be uploaded.

For questions on this position or on the application process, please call (406) 447-8316 or e-mail kgrose@lccountymt.gov.

Disclaimer: Equal Opportunity Employer