



**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 LVN-Nurse /  
Certifying Authority**

**Full Time Position with benefits  
Salary: \$16.75 - \$20.10**

**Non Exempt  
Open until filled**

### SUMMARY

Employee performs nursing 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 WIC services in a professional and courteous manner.
- Smile, greet clients, explain procedures, and answer questions.
- Answer telephone calls, schedule and verify appointments, and file paperwork when necessary.
- Maintain a thorough knowledge of WIC program policies and procedures, including pertinent laws and regulations.
- Adhere to Texas Health and Human Services (HHSC) policies and procedures.
- Adhere to Victoria County (County) policies and procedures.
- Adhere to Victoria WIC Program (Local) policies and procedures.
- Act as team leader of a team consisting of self and two clerks.
- Act as Clinic Supervisor when assigned.
- Solve problems with other team members.
- Maintain order and continuous flow of participants in WIC clinics.
- Approve rescheduling of appointments for participants.
- Screen income and residency to assess eligibility for applicants using WIC policies and procedures.
- Maintain knowledge HHSC and WIC Immunization policies and procedures.
- Screen/review immunization records to determine immunization status.
- Request and document 24-hour dietary recalls/history and perform diet recall assessment when necessary.
- Obtain, document, and graph anthropometric measurements and BMI following State policies and

procedures.

- Perform hemoglobin procedures to obtain hemoglobin values and assess nutrition status.
- Obtain and document all pertinent medical history and medical conditions that apply to client.
- Counsel participants on nutrition and breastfeeding education.
- Assess and issue appropriate nutritional risk codes to qualify clients during certification.
- Select and issue appropriate WIC food packages and nutrition education codes.
- Ensure accuracy and completion of all participant charts.
- Aide other staff with weighing and measuring of participants when necessary.
- Follow referral program guidelines for high risk clients for nutrition counseling.
- Refer to appropriate agencies/programs to benefit the participant.
- 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.
- Conduct nutrition education and breastfeeding classes for program participants.
- Process a non-contract formula request following State and Local policies and procedures.
- Correspond with prescriptive authority for appropriate non-contract formula approvals.
- Balance scales and check hemoglobin photometers daily.
- Calibrate scales and hemoglobin photometers monthly.
- Participate in nutrition and breastfeeding education trainings to keep abreast of current advances.
- Complete training on Principles of Lactation Principles and/or Mini Breastfeeding Management Program.
- Perform breast pump issuance, inventory control, retrieval, basic troubleshooting, assembly, use, and cleaning.
- Train clients on use of multi-user, single-user, and manual expression pumps.
- Assess and resolve short-term breastfeeding concerns and other special circumstances as deemed necessary when counseling clients.
- Convey and document employee and participant accidents and grievances to WIC Program Administrator or designee.
- Clarify any questions by clerical staff.
- Make recommendations for program improvement.
- Report any abuse of WIC property and violations of policy or codes encompassing WIC and/or Victoria County.
- Promote nutrition through participation in community activities such as health fairs and presentations for community agencies.
- Cross train to perform issuance of benefits.
- Translate for other CAs when counseling non-English speaking participants.
- Travel and work in other out-of-town WIC clinic sites as deemed necessary.
- Drive WIC vehicle to out-of-town clinic sites.
- Assist in loading and unloading clinic supplies into WIC van.
- Assist in setting up work area at out-of-town clinic sites.
- Assist with breakdown and cleaning of out-of-town clinic sites.
- Comply with VCPHD Immunization Policy and current Department of State Health Services Immunization Guidelines as well as maintain current immunization record.
- Have no vested financial interest in WIC.
- Maintain absolute client confidentiality, and breach of such is grounds for immediate termination.
- Perform other duties as assigned.
- Perform other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

- None.

## **EDUCATION AND/OR EXPERIENCE**

- Education equivalent to graduation from an accredited high school.
- One (1) year of full-time paid employment as a practicing Licensed Vocational Nurse (LVN).

## **LANGUAGE SKILLS**

- Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers.
- Ability to print and speak simple sentences.
- 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 simple one or two step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Texas Driver's License.
- Licensed Vocational Nurse (LVN) through the Texas State Board for Nursing.

## **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 [www.vctx.org/employment](http://www.vctx.org/employment).

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