



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	WIC- Certifying Authority/ LVN	<u>Effective Date:</u>	May 2025
<u>Department:</u>	Health - WIC	<u>Division:</u>	WIC
<u>Accountable to:</u>	WIC Director	<u>Status:</u>	Non-Exempt
<u>Salary:</u>	\$20.00 - \$24.00		

Primary Objectives

The employee is responsible for performing accurate hemoglobin screening and nutrition assessments, identifying nutritional risks, and providing individual health and nutritional counseling. The employee must also participate in out-of-town WIC clinics and work occasional evening and weekend hours. Bilingual (English/Spanish) is preferred.

Supervision Received

Work is performed under the limited supervision of the WIC Director.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

- 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.
- 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.

MINIMUM QUALIFICATIONS

- Licensed Vocational Nurse (LVN), **OR**;
- Nutritionist with a Bachelor's degree in any of the following (Nutrition Sciences, Human Nutrition or Dietetics, Community Nutrition, Public Health Nutrition or Clinical Nutrition), **OR**;
- Bachelor's degree in Home Economics with Food and Nutrition major with 24 semester hours credit in food & nutrition.
- Valid Texas Driver's License and proof of automobile liability insurance.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures

Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.