



# JOB DESCRIPTION

<i>Title</i>	<b>Program Asst III – Lead WIC</b>			
<i>Department</i>	Public Health		<i>Job Class</i>	A 14 3
<i>Driving Required</i>	No		<i>Safety</i>	Yes
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i>	Non-exempt
<i>Created</i>	Jan 2022	<i>Reviewed</i>		<i>Revised</i> December 2023

## **Purpose**

To provide coordination and compliance of WIC program activities, including assessment of program eligibility, nutrition education related to health risk, breastfeeding promotion and support, health referral, and issuance of food benefits for prescribed supplemental foods to prevent the occurrence of health problems and to improve the health status of mothers and children. Does related documentation and program clerical duties.

## **Essential Functions**

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Performs a variety of duties for the WIC Program while under the supervision of the Deputy Director; includes using WIC guidelines to interview clients to assess nutritional status and WIC eligibility
- Coordination and compliance of program requirements, state reporting, biennial/triennial review, and participation in WIC coordinator meetings.
- Conducts group and individual instruction about nutrition and breastfeeding, and makes referrals for other services as appropriate.
- Performs various WIC program responsibilities including WIC data entry, benefit issuance, and shopper education.
- Participates in community outreach and education. Creates bulletin boards, brochures and informational flyers.
- Serves as WIC program representative with the public through reception and customer service duties as required. Professionally greets visitors, responds to incoming phone calls, provides accurate and timely responses to inquiries and complaints, sends/receives emails, and maintains ongoing communication with clients.
- Serves as point of coordination for the WIC program as authorized in various public and civic matters. May serve as administrative support for assigned boards, committees, or other groups to record minutes and proceedings about the WIC program.



# JOB DESCRIPTION

- Attends all required in-person training, in-services, and other online training necessary to be a WIC Certifier.
- Creates a variety of documents such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, and legal documents. Verifies and corrects grammar, spelling, and formatting.
- Performs advanced bookkeeping-related functions for the program; may include funds tracking, invoicing, processing purchase orders.
- Researches and compiles data from various sources, some confidential, and prepares summary reports. Updates and maintains spreadsheets, databases, including the WIC data system, and reports and tracks/logs data for the program.
- Sorts, arranges, files, and maintains documents and records; reviews files for completeness and accuracy; updates and purges files according to department/program guidelines.
- Maintains accurate, timely records and files to monitor federal and state-funded programs and submit reports as required. Maintains confidentiality and complies with all county administrative and personnel policies.
- Prepares and publishes notices, including social media postings and webpage management, as directed and per established procedures and policy requirements. Checks completed forms and documents for accuracy and compliance before distributing the information through public or internal communication channels.
- Coaches, mentors, and coordinates the work activities of the new and temporary employees when authorized.
- Works independently to plan and arrange own work schedule; prioritizes projects and assignments, provides backup support to staff when needed, and reports problems to supervisor.
- Coordinating with supervisor, maintains, amends, or develops program procedures, routines, and filing systems.

## ***Required Qualifications***

- Minimum high school diploma / GED
- Three (3) years of specialized training and experience in the clerical and/or administrative field or any satisfactory combination of experience and training
- Completion of WIC required training and certifications, including mandatory continuing education.
- Bilingual Spanish and proficiency with intercultural communication, including ability to read, write, and speak Spanish.

## ***Desired Qualifications***

- Some college-level courses in business management, accounting principles, and techniques of project management or other related fields
- Knowledge of specific PC word processing software utilized by the county and previous experience in an administrative position with a county department



# JOB DESCRIPTION

---

•

## ***Knowledge, Skills and Abilities***

- Advanced knowledge of clerical and administrative support profession
- Advanced record-keeping skills
- Thorough knowledge of advanced bookkeeping-related functions
- Ability to read and write proficiently
- Excellent customer service and problem-solving skills
- Thorough knowledge of office procedures and operation of various office equipment
- Experience using data entry applications and knowledge of PC and word processing software

## ***Physical Demands***

Lifting and moving items up to 50 pounds. Ability to sit and stand for long durations of time.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

A professional office setting. Potential travel to program sites.

## ***Supervisory Responsibility***

No supervisory responsibilities.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

Clatsop County Human Resources, 800 Exchange, Suite 410, Astoria OR 97103. 503-325-1000