

# COOS COUNTY JOB ANNOUNCEMENT

## Public Health Aide II Cross Trained WIC Certifier Coos Health & Wellness

\$3,618 - \$4,232 per month

**DEPARTMENT:** COOS HEALTH & WELLNESS

**GENERAL STATEMENT OF DUTIES:** Please refer to the attached position description.

**APPLICATION PROCEDURE:** Coos County Application **REQUIRED.**

**Apply to:** Coos County Human Resources Department, Courthouse

**By mail:** 225 N Adams  
Coquille, OR 97423

**By fax:** (541) 396-1012

**By email:** [humanresources@co.coos.or.us](mailto:humanresources@co.coos.or.us)

**CLOSING DATE:** Open Until Filled

**\*\*Equal Opportunity Employer\*\***

**Posted:** Coquille Courthouse                      CHW Building  
Email all Coos County Employees  
County Website                                      Employment Department

**NOTE:** Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

## DESCRIPTION OF POSITION

Effective Date: July 2018

<b>1. Current Classification Title:</b> Public Health Aide II
<b>2. Working Title:</b> Public Health Aide II - Cross Trained WIC Certifier
<b>3. Department:</b> Coos Health & Wellness - Public Health Division
<b>4. Pay Grade:</b> 445 <b>Position Is:</b> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ <b>Excluded from Bargaining Unit?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME _____ <b>Eligible for Overtime?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>5. What is the purpose of this position?</b> Under the direction of the WIC Program Manager, this position provides WIC services e.g. assess program eligibility, determine nutritional risk, provide nutrition education and counseling and prescribe supplemental foods. Does related documentation and program clerical duties.
<b>6. Essential functions of position:</b> (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <b>80% provides WIC services to participants:</b> <ul style="list-style-type: none"><li>• Determine nutritional risk;</li><li>• Prescribe food packages;</li><li>• Develops a nutrition plan with the client for the certification period;</li><li>• Provide appropriate nutrition-focused counseling and breastfeeding promotion and support;</li><li>• Refer to health care and community services;</li><li>• Refer high-risk participants to a WIC nutritionist for follow-up and individual care plans based on the need for such plan</li><li>• Documents program records on WIC computer data base.</li><li>• Balances multiple responsibilities between data entry, benefit issuance, shopper education, appointment scheduling and answering the phone.</li></ul> <b>10% outreach and education:</b> <ul style="list-style-type: none"><li>• May teach WIC nutrition education classes.</li><li>• Participates in community outreach and presentations, develops bulletin boards; assists with development of brochures, and informational flyers.</li><li>• Maintains all applicable professional, legal and ethical standards including confidentiality and informed consent.</li><li>• Attends all required in-person trainings, in-services, and other online trainings required to be fully operational as a cross-trained WIC Certifier.</li></ul> <b>10% other duties:</b> <ul style="list-style-type: none"><li>• Attend regular staff meetings, in-service trainings and other meetings as directed.</li><li>• Participates in Public Health Preparedness events and trainings as directed.</li><li>• Regular and consistent attendance is required.</li><li>• Exhibits excellent customer service skills.</li><li>• Perform other duties as assigned.</li></ul>
<b>7. Supervision:</b> <ul style="list-style-type: none"><li>▪ This position is supervised by the WIC Manager</li><li>▪ This position will be observed by the WIC Training Supervisor.</li><li>▪ This position does not supervise other employees.</li></ul>
<b>8. Working conditions of position:</b> Usual work schedule—Monday through Friday, 40-hour week, 8 am to 5 pm and travel to satellite clinics. Occasional out-of-town trainings requiring overnight stay. Requires physical ability to occasionally lift up to 40 pounds, including babies and small children for short periods; requires sitting, bending and walking for lengthy periods during the work day. Will be required to use

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personal protective equipment for checking hemoglobin levels and protecting against exposure to cleaning materials. Environment can be high paced with loud noises and crying infants.	
<b>9. List required special skills, licenses, certificates, etc:</b>	
Graduation from high school or a GED equivalent, with successful completion of one year at an accredited college, and two years experience working in a community health setting with similar responsibilities in a WIC program or an equivalent amount of training and experience to demonstrate an acceptable level of competence to perform the duties of the position. Has successfully completed all required modules, online courses and in-services relevant to this position. Knowledge of child development and nutrition required.	
Oregon Drivers' license or the ability to obtain one. Cultural sensitivity to diverse populations and an ability to work harmoniously with others in an unbiased, nonjudgmental manner, with excellent interpersonal skills. Ability to work with uncooperative, crying children. Customer service experience, good oral/written communication and organizational skills.	
Community Health Worker certifications or the ability to get one.	
Must be able to accept supervision, constructive and candid feedback. Preference for bilingual English and Spanish speakers. Computer keyboarding skills.	
<b>10. Is operation of motor vehicle required?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Updated 3/7/2023
<b>List equipment, tools, machines used in performance of duties:</b>	
Operate a variety of clinical and office equipment, including but not limited to, weight and height measuring equipment such as scales and measuring boards, hemoglobin -HemoCue, breast pump, multiple line telephone system, computer equipment, laptops, Wi-Fi air cards, photocopier, scanner, eWIC card reader, iPad, pin pads, fax machine, scanner and communication systems, Skype, Zoom.	