



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Position: WIC Specialist
Supervisor: Quileute Health Director
Location: Quileute Health Center
Work Info: Full time 40 hours per week for six months to complete training, then part-time 20 hours per week
Salary: \$20.00-\$28.00
Closes: Open Until Filled

POSITION SUMMARY:

WIC stands for Women, Infants, and Children. WIC's official name is the Special Supplemental Nutrition Program for Women, Infants and Children. It is a public health program designed to improve the health of the families who participate. Nutrition education and counseling, breastfeeding support, referrals, and healthy foods are the key components of the WIC Program. Counseling and education help participants learn about healthy eating and make behavior changes that can have a positive impact on their health for the rest of their lives.

This exciting opportunity begins as a training position in which the selected candidate will complete all required on-line training and in-person shadowing on a full-time basis for the first six months. After that the WIC Specialist will work part-time 20 hours per week to certify participants for program eligibility and coordinate services.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Respond to inquiries by phone and in person
- Perform front line customer service duties
- Interview clients to assess the eligibility of women, infants and children based on the evaluation of income, health history, assessment of weight, height, diet recall, and hemoglobin
- Perform and plot adult and child anthropometric measurements
- Identify client needs
- Schedule client appointments as appropriate; including follow-up appointments, reminder calls and documentation of appointment status in WIC program database
- Provide basic nutritional counseling
- Provide referrals to other agencies
- Issuance of vouchers/electronic food benefits and instruct families on the use of vouchers
- Case management and record keeping according to program guidelines
- Other duties as assigned

QUALIFICATIONS:

- High school diploma or GED is required.
- Current Washington State driver's license and proof of insurance coverage.
- Complete WIC Certification Competency Training provided and pass internal competency measures to become certified within 6 months of hire.
- Basic computer skills.
- Analytical/assessment and basic mathematical skills
- Experience working with families in a tribal setting is preferred.
- Must be capable of handling sensitive issues in an unbiased, confidential, and compassionate manner.
- Must have effective verbal and written communication skills, be able to explain complicated information in lay terms and work well with many different personalities and age groups.
- Must be reliable, punctual and possess excellent time management skills.
- Must possess good organizational skills

GENERAL INFORMATION:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

Special Requirements: Must have and retain a valid Washington State Driver's License. Please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Credentials
5. Tribal Enrollment Verification
6. Diploma(s): High School, GED
7. Certification(s)
8. Driver's License

NOTE: Incomplete applications will not be considered.