Woman, Infant and Children (WIC) <u>Nutrition Assistant</u> – Job Description

<u>PRIMARY ACCOUNTABILITY:</u>

The WIC Nutrition Assistant's primary job function is to be responsible for providing all nutrition and breastfeeding education for low-risk (LR) participants. Nutrition Assistant may be assigned to assist with other tasks as needed.

<u>PRIMARY DUTIES AND RESPONSIBILITES:</u>

1. WIC Nutrition Services
    a. Provide LR full nutrition assessment and risk factor assignment per Hawaii WIC policies and procedures
    b. Provide LR nutrition counseling
    c. Develop and document in Hawaii WIC database (HiWIC) individualized nutrition care plans in a FDAR (Focus/Data/Action/Response) format that includes goals with time frames, appropriate interventions, appropriate nutrition education materials, and plan for follow up with Registered Dietitian (RD) within one (1) month
    d. Access Local Agency High Risk (HR) log to document client information for RD follow up
    e. Refer to other health and social service programs and agencies
    f. Review and approve WIC Medical Documentation forms (WIC Form FD 941C) for Ready-to-feed contract formulas for infants and contract formulas for children when justified per WIC Policy and Procedures
    g. Assign and tailor food packages in HiWIC
    h. Counsel on breastfeeding support and education
2. Quality Improvement
    a. Complete a Hawaii WIC Services Branch training on use of HiWIC, Participant Centered Education, Value Enhanced Nutrition Education, and HR Policy and Procedures on assessment and documentation
    b. Complete WIC annual Civil Rights training and other required trainings, as assigned
3. Attendance
    a. Responsible for regular, predictable attendance and to work hours as scheduled
    b. Ensures attendance and hours worked are accurately recorded
    c. Complete Daily Activity Tracking report in HiWIC

<u>PROFESSIONAL & TECHNICAL KNOWLEDGE:</u>

1. Minimum Qualification Requirements:
    a. Required
        i. Education: Bachelor's degree from an accredited college or university with a major in Food and Nutritional Science, Community Nutrition, or Clinical and Community Dietetics OR Completed State Agency approved WIC Competent Professional Authority training.
        ii. Licensure: None.

        iii.   Knowledge: Has knowledge of nutritional needs of pregnant, postpartum and breastfeeding women, infants and children under the age of five years and able to provide breastfeeding support and education

   b. Preferred
        i.   Experience: Prefer minimum of 1-2 years of experience in a clinic or group setting serving underserved maternal, child, health population

TECHNICAL SKILLS

1. Fully functioning use of Hawaii WIC Client Services Program (HiWIC)
2. Ability to use Microsoft Office Programs: Excel, Word, Teams, Outlook, etc.
3. Basic computer skills
4. Able to type 45 wpm

COMMUNICATION SKILLS

1. Ability to effectively communicate orally and in writing with staff and clients
2. Culturally competent and ability to work with staff and clients with a variety of ethnic backgrounds
3. Ability to counsel clients individually as well as conduct group education classes as assigned
4. Ability to counsel non-English speaking clients utilizing State provided phone interpretation services.
5. Job duties require employee to provide excellent customer service to all internal and external customers and have a commitment to serving those in need

WORK ENVIRONMENT

1. Work is preferably performed in-person within the clinic or in an office environment remotely
2. Follow Remote Work Guidance
3. Must be available between 7:45 am – 4:30 pm Hawaii Standard Time
4. Work requires use of a PC to access Hawaii WIC MIS. All documentation must be performed within the MIS.

MINIMUM SYSTEM REQUIREMENTS

Minimum System Requirements (Internet, Hardware/Software) (Subject to change)	
Operating System	Windows 11 Pro
CPU	Intel® Core™ i5 2.4GHz (or higher) AMD Ryzen™ 3 1200 (or higher)
Memory	16 GB
Display	WXGA+ or HD+ display[1]
HDD/SSD Required Disk Space	512 GB
Laptop Form Factor	15" Standard laptop or larger[2]
Internet Connection	Secure continuous internet connection required[3]

Software Maintenance	Must ensure Microsoft Windows/security updates are kept up to date.
Antivirus/Malware	Must have current antivirus/malware software installed and monitored. If a threat is detected, it must be dealt with prior to accessing the HiWIC MIS application.
Other	Keyboard, mouse, and USB ports[4], video web camera
Web Browser	Web Browser: Microsoft Edge in IE mode Adobe Acrobat reader or Pro DC
Notes:	1. 1440x900 or better screen resolution is required & 100% UI scale for complete app functionality. 2. Mobile devices, tablets, and Surface products are not tested for ClickOnce Application functionality. 3. The Federal Communications Commissions (FCC) recommends internet speeds of 12-25 Mbps for multiple internet users. 4. Due to WIC required ancillary equipment (i.e., document scanner(s) and printer) at least 3 USB-type 2 ports are required. Additionally, WIC generates documents and reports/data spreadsheets in O365 Suite format. Though not a requirement, software compatible with the Microsoft O365 Suite formats is highly recommended.