JOB OPENING ANNOUNCEMENT

Job Title: CHR/WIC Coordinator                      Report To: CHR Supervisor
Department: Medical Center                      Job Vacancy: YAN-20-035
Status: Full-Time; Non-exempt                      Starting Wage: $16.00 per hour
Opening Date: 10-19-2020                      Closing Date: Until Filled

POSITION DESCRIPTION:
The WIC Coordinator will perform the full range of WIC Program and Community Health Program activities as directed. Will also assist in training, outreach and administrative duties to improve the program services.

QUALIFICATIONS:
- Possess a High School Diploma or GED equivalent.
- Must have a current CPR or First Aid Certificate.
- Prefer advanced first aid training, first responder or equivalent.
- Minimum one (1) year varied health services background preferred.
- CNA preferred or individual will be required to receive State Nursing Assistant Certification within first year of employment, or state Certified Caregiver.
- Within first year of employment receive Blood Borne Pathogen training.
- Ability to communicate effectively, both orally and in writing.
- Ability to apply principals of logical or scientific thinking to a wide variety of issues.
- Must have a valid Arizona Driver’s License and be insurable with the Nation’s auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:
- **Screening Participants**
  1. Measure height, weight and hemoglobin of applicants.
  2. Inputs medical and socio-economic information into the computer system and plots height and weight information on appropriate grids.
  3. Completes dietary assessment information using appropriate form.
  4. Evaluates information to determine nutritional risk and eligibility.
- **Education/Referrals**
  1. Refers participants to other health and social services such as food stamps, TANF, Substance Abuse Programs, nutritionist, etc.
  2. Develops individual care plan and implements care plan using goal setting techniques and follows-up with goals at subsequent visits.
  3. Refers high-risk participants to the nutritionist.
  4. Provides individual basic nutrition, breastfeeding information to participants, and breastfeeding peer counseling.
  5. Provides information on Women, Infant and Children (WIC) foods and the key nutrients found in them.
6. Provides information on Rules and Regulations of the WIC Program and instruction on how to cash WIC checks.
7. Provide group education classes and utilizes other creative techniques to provide nutrition education to participants.

- **Participant Processing**
  1. Thoroughly documents participant information necessary for enrollment on the WIC Program using the appropriate forms and the computer system.
  2. Tailors food package to meet the medical and socio-economic needs of participants.
  3. Issues vouchers and ensures that they are kept secure.
  4. Resolves participant problems or questions as they arise.

- **Training**
  1. Participates in the training provided by the local Agency Director or Nutritionist.
  2. Participates in statewide staff training provided by ITCA.
  3. Attends other training opportunities as available.

- **Vendor Issues**
  1. Contacts vendors to resolve vendor problems.
  2. Completes vendor site review as instructed.

- **Clinic Services**
  1. Assists director in planning and organizing day to day clinic operations.
  2. Reviews program data to assist director with the development of WIC Program goals and objectives.
  3. Assists director in modifying and developing administrative forms, policies and procedures, and monthly reports.
  4. Assists nutritionist in developing educational materials.
  5. Assists the director with outreach activities to increase or maintain caseload and ensure that highest priority eligible are being served.

- Determines and responds to the health care needs and concerns of assigned Tribal members.
- Provided limited patient care as needed, i.e., transportation, home visits, and some counseling.
- Provides emergency first aid as needed.
- Actively seeks community resources to respond to health care needs.
- Assists in planning and conducting Health Education Programs.
- Maintain a positive working relationship with Tribal employees.
- Maintains professional education and interaction at conferences and meetings to keep abreast of changes to health requirements and programs.
- Directly responsible for the development, presentation and/or procurement of training and development programs.
- Must maintain complete confidentiality of all information relating to the Nation’s and employees personal medical records.
• Enters diagnostic patient’s specific data into official patient’s medical records through the use of the CHR consonant of the Resources and Patient Management System (RPMS).

Physical Requirements

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:
Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE FINGERPRINTING