



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** WIC Certifier/PCC

Lummi Tribal Health Center (LTHC)

**OPEN:** January 11, 2022

**EXEMPT:** No

**SALARY:** (7) \$18.97-\$21.25/hr. DOE

**SHIFT:** Day

**LOCATION:** Lummi Tribal Health Clinic

**DURATION:** Regular Full-Time

**CLOSES:** January 18, 2022

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** LTHC/WIC

**SUPERVISOR:** WIC Dietician

**VACANCIES:** 1

**JOB SUMMARY:** The WIC Certifier/CPA (Competent Professional Authority) is responsible for determining WIC eligibility and prescribes appropriate food packages for clients, provides basic nutrition education in individual or group format, and issues food benefits and makes appointments using the WIC Cascades computer program. They will also serve part-time as a patient care coordinator/receptionist for the Maternal Child Health department, responsible for registration, scheduling medical appointments, directing patients to appropriate departments, and other clerical duties as needed by the department.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

### WIC Certifier Duties:

1. Determines WIC eligibility of applicants per Washington WIC guidelines.
2. Explains participants rights and responsibilities to WIC clients.
3. Obtains applicant's height, weight, head circumference (of infants) and hemoglobin per program guidelines.
4. Completes nutrition assessment to identify and assign risks per WIC protocol.
5. Provides client centered counseling for individual nutritional interventions.
6. Promotes breastfeeding and provides breastfeeding education to pregnant and postpartum women.
7. Identifies and refers high risk participants to the MCH/WIC Dietitian.
8. Provides routine follow up and education to clients based on nutrition care plan developed by the dietitian.
9. Assists in creating and following up on individual and family nutrition goals.
10. Monitors client progress at WIC visits, required every three months at minimum.
11. Refers patients as appropriate based on risk criteria identified.
12. Assigns food packages appropriate to the needs of the client.
13. Issues WIC food benefit cards and explains how to use food benefits at the grocery store.
14. Coordinates care among providers as necessary.

15. Provides thorough documentations of WIC services, contacts, and client interactions as appropriate to ensure quality nutrition services and compliance with Federal, State, and department regulations within the Cascades computer system.
16. Helps maintain appropriate case load by calling/texting clients that have missed appointments or are currently not active.
17. Schedules WIC appointments and reminds clients of upcoming appointments.
18. Assists with breast pump distribution and tracking.
19. Maintain confidential client records.
20. Participates in agency, department, and team meetings as needed.
21. Organizes and orders educational and outreach materials.
22. Completes ongoing nutrition and breastfeeding education.
23. Follows all policies, procedures, and trainings outlined by the DOH WA State WIC program.

Patient Care Coordinator Duties:

24. Responsible for registration, check-in, and appointment reminders for patients seen in the MCH department (pediatrics, social work and psychiatry)
25. Responsible to obtain accurate intake information at every visit including demographic information and insurance information; will make appropriate referrals to the tribal assister when needed.
26. Provides excellent customer service and adheres to the highest standards of patient confidentiality and professionalism.
27. Greets patients warmly, inquiries about relevant health information, and schedules patients into appointments appropriately.
28. Provide patients with information on alternate health coverage that is available to them.
29. Obtain information needed to determine eligibility for services by requesting documented proof of Indian ancestry and/or tribal membership (i.e., tribal enrollment card, certified certificate of Indian blood, etc.) according to PRC guidelines.
30. Obtain signatures for file, on required form, for alternate resources and PRC prior to patients being seen in the clinic for billing purpose and/or PRC eligibility.
31. Maintain, input, update and verify all alternate resources data necessary for patient registration and for accurate billing through the use of the electronic medical record.
32. Make corrections as necessary to improve the patient registration system.
33. Collect third party recipient health cards, obtain photocopies of the card and verifies coverage.
34. Schedule medical appointments for patients with outside providers per referral from physician/provider.
35. Provide patients with information on outside services not available at clinic.
36. Interview, screen and schedule appointments and procedures accurately/concisely according to physician's preference.
37. Respond to patient phone request within 24 hours to verify appointment scheduled.
38. Assist patients with filling out "Release of Information" forms and release medical information in accordance with the Privacy Act, the Freedom of Information Act and Health Insurance Portability and Accountability Act (HIPAA).

**MINIMUM QUALIFICATIONS:**

- High School diploma or GED required AND 5 years of experience working in a healthcare setting OR;
- AA Degree AND 3 years office experience
- Must complete the minimum paraprofessional competencies for Washington WIC
- Must complete monthly in-services on nutrition related topics
- Must complete a breastfeeding education course within 1 year of hire.

- Experience using an electronic health record, preferred.
- Experience working in a nutrition or health related field, preferred.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to work effectively independently and with a team
- Dependable and reliable
- Ability to make mature judgment with sensitive situations
- Adhere to HIPAA regulations.
- Ability to travel to conferences, special meetings and workshops as needed
- Ability to communicate effectively both verbally and in writing

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must maintain strict confidentiality at all times.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.