



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 and Coordinator
Lummi Nation Health Center (LNHC)

OPEN: May 14, 2026

EXEMPT: Yes

SALARY: (9) \$26.48-\$29.82/hr. DOE

SHIFT: Day

LOCATION: LNHC

DURATION: Regular Full Time

CLOSES: May 28, 2026

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LNHC/MCH

SUPERVISOR: Pediatrician

VACANCIES: 1

JOB SUMMARY: The WIC Certifier/CPA (Competent Professional Authority) is responsible for determining WIC eligibility and prescribing appropriate food packages for clients, providing basic nutrition education in individual or group format, and issuing food benefits and making appointments using the WIC Cascades computer program. They will also manage WIC clinic operations and budget, serve as the WIC Breastfeeding Promotion Coordinator, and participate in development of nutrition education for clients.

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

1. Responsible for overall WIC clinic operations, including scheduling and coordinating WIC staff.
2. Attend regional and state WIC meetings.
3. Review, respond and submit necessary clinic and state reports.
4. Review WIC manual revisions and implement as required.
5. Coordinate WIC outreach activities.
6. Maintains authorized WIC case load.
7. Monitors WIC clinic budget and coordinates with LIBC grants department staff to ensure necessary documents are submitted to the state.
8. Helps develop the yearly Nutrition Education Plan with the WIC Nutritionist
9. Determines WIC eligibility of applicants per Washington WIC guidelines.
10. Explains participants rights and responsibilities to WIC clients.
11. Obtains applicant's height, weight, head circumference (of infants) and hemoglobin per program guidelines.
12. Completes nutrition assessment to identify and assign risks per WIC protocol.
13. Provides client centered counseling for individual nutritional interventions. Will complete monthly in-service on nutrition related topics.
14. Promotes breastfeeding and provides breastfeeding education to pregnant and postpartum women. Will complete breastfeeding education course within 1 year of hire.
15. Identifies and refers high risk participants to the WIC Dietitian.
16. Provides routine follow up and education to clients based on nutrition care plan developed by the dietitian.
17. Assists in creating and following up on individual and family nutrition goals.

18. Monitors client progress at WIC visits, required every three months at minimum.
19. Refers patients as appropriate based on risk criteria identified.
20. Assigns food packages appropriate to the needs of the client.
21. Issues WIC food benefit cards and explains how to use food benefits at the grocery store.
22. Assists with breast pump distribution and tracking. Appropriately assess need for breast pump, instruct client in proper use, and accurately complete paperwork for pump issuance.
23. Coordinates care with medical staff and providers as necessary.
24. Provides thorough documentation 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.
25. Documents in the clinic electronic medical record as needed to ensure smooth care coordination.
26. Maintain confidential client records.
27. Helps maintain appropriate case load by calling/texting clients that have missed appointments or are currently not active.
28. Schedules WIC appointments and reminds clients of upcoming appointments.
29. Participates in agency, department, and team meetings as needed.
30. Completes ongoing nutrition and breastfeeding training as required.
31. Follows all policies, procedures, and trainings outlined by the DOH WA State WIC program.

MINIMUM QUALIFICATIONS:

- High school diploma or GED, *required*
- 1 year experience working in a health care environment, *preferred*
- Experience using an electronic health record, *preferred*
- Complete WA ST Certifier Competency Training (CCT) and Core WIC Training upon hire, *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to work well independently and within a team
- Dependable and reliable
- Ability to make mature judgment with sensitive situations
- Knowledge and understanding of community culture and traditions preferred
- Strong interpersonal skills and communication skills
- Adheres to HIPAA regulations

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.
- Participate in continuing education to maintain certification
- Must maintain strict confidentiality at all times.

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 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.