



# COLORADO RIVER INDIAN TRIBES

## Human Resources

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 \* Fax (928) 669-5263

## VACANCY ANNOUNCEMENT

**May 16, 2019**

**#R11-19**

Department: DHSS WIC (Women, Infants & Children)

Position: Certifier – Part Time (Non-Exempt)

Reports To: WIC Manager

Salary: \$11.00 per hour

### Job Summary:

The purpose of the Women, Infants & Children (WIC) part-time Certifier position is to perform clerk duties and other duties such as conducting and documenting anthropometric measurements and documenting income for eligibility in the WIC STARS System.

### Duties & Functions:

1. Makes appointments for clients considering client's schedule and preferences.
2. Determines eligibility of clients including income and residency according to established policies and procedures.
3. Accurately documents client demographics, income, residency, voter registration, immunizations and other client interactions in STARS.
4. Offers and assists applicants and clients in registering to vote and ensure signatures are obtained on Offers of Voter Registration.
5. Reviews immunization record and refers to health care provider as needed.
6. Takes height, weight and hemoglobin measures as required.
7. Issues program benefits to clients.
8. Attends training regularly.
9. Attends all monthly scheduled field clinics.
10. Performs duties of the clerk as needed.
11. Maintains client and vendor confidentiality.
12. Promotes breastfeeding as the norm for infant feeding.
13. Answers basic questions about WIC food packages.
14. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
15. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.



### Required Skills and Abilities:

1. Bilingual in Spanish is strongly preferred.
2. Knowledge of WIC and other federal nutrition programs and Indian tribal governments.
3. Knowledge of health and social services programs in the community.
4. Knowledge of or ability to learn the WIC certification policies and procedures including eligibility determination, heights, weights and blood measurements within 60 days of hire.
5. Knowledge of common infant formulas and their use.
6. Excellent organizational and time management skills.
7. Excellent oral and written communication skills and interpersonal skills.
8. High proficiency in Microsoft Word, Outlook, Explorer and ability to learn other software applications as needed.
9. Ability to use Participant-Centered Services Skills such as rapport building, affirmations, open-ended questions, reflections and summarizing in certifications.
10. Ability to maintain detailed confidential records.
11. Ability to work in a fast-paced environment.
12. Ability to add, subtract, multiply and divide; understand percentiles and graphs.
13. Ability to use basic office equipment such as a phone, fax machine and copier.
14. Commitment to and passion for providing nutrition education and breastfeeding support.

### Education & Experience Requirements:

1. Associate's or Bachelor's degree in nutrition, home economics, health education, nursing or other health-related fields is preferred.
2. High School Diploma or equivalent GED is a minimum requirement.
3. The following experience is strongly desired:
4. Experience in working with women, infants and children.
5. Experience in the WIC Program.
6. Experience and knowledge using a case management or database system.
7. Must successfully complete the ITCA competency-based training program on performing the duties of a Certifier within 60 days of hire.
8. Completed approved breastfeeding training preferred but must successfully complete an approved breastfeeding course within six months of hire.
9. Must possess a current valid driver's license throughout employment.

### Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. Occasionally work extended shifts as assigned, some weekends and holiday. Must be willing and able to travel in and out of the State of Arizona frequently by various modes of transportation. Overnight stays are required.

*Disclaimer:* The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.



**For Employment Application visit: <http://crit-nsn.gov>**

**Submit completed application to: CRIT Human Resource Department  
26600 Mohave Road  
Parker, Arizona 85344**

**APPLY:**

**COLORADO RIVER PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. Offers**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

