



## **Woman & Infant Resource Specialist at WIC**

### **GENERAL SUMMARY:**

Primarily responsible for providing increased access and linkage to resources and safety education for pregnant women and women with children who are receiving the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) services.

### **PRINCIPAL CRITERIA and STANDARDS FOR PERFORMANCE:**

- Willingness and ability to travel and cover any WIC site in Hillsborough County when necessary to secure the continuation of services during the absence of their designated Woman & Infant Resource Specialist (WIRS).
- Provides additional support to WIRS staff at the office with duties such as but not limited to process ASO pickups and deliveries, assist with data entry, contact participants for follow-ups, complete Intakes by phone and filling.
- Completes Initial Intakes with WIC participants who are pregnant or parenting a child aged one year and under.
- Provides Safety Education/Community Resources, Support and/ASO resources to participants.
- Provides ongoing follow-up communication to WIC participants.
- Works with DOH WIC staff to gather needed information for the completion and collaboration of Program Outcomes.
- Complete Healthy Start Triage Screening.
- Assist with Developmental screenings and/or rescreens.
- Demonstrates knowledge of community resources in Hillsborough County.
- Facilitates and/or assists participants in contacting services in the community when needed.
- Ensures that identified higher risks participants are followed and linked to concrete and social supports.
- Completes the ASO requests as needed; pick up requested items and get them delivered to WIC participants.
- Supplies educational materials for WIC sites.
- Maintains and Secures Data for Healthy Start and Funder.
- Demonstrates flexibility with site locations, hours of operation, space and availability.
- Attends specified WIC Staff Meetings, Community Outreach, Healthy Start Coalition Meetings and any required Training and Supervisions.
- Other duties as assigned.

### **KNOWLEDGE, SPECIAL SKILLS, and PHYSICAL REQUIREMENTS:**

- Bachelor's degree in social services or related field.
- Minimum two years' experience working with families.
- Excellent written and verbal communication skills; bilingual in English and Spanish preferred.
- Working knowledge of word-processing, spreadsheet and related basic computer software; including MS Word, MS Excel, etc.
- Effective organizational skills.
- Must have reliable personal transportation, insurance and valid State of Florida driver's license.

### **PHYSICAL REQUIREMENTS:**

- Light physical activity performing non-strenuous daily activities of an administrative nature
- Light lifting / moving up to 10 lbs.
- Manual dexterity sufficient to reach/handle items, work with the fingers and perceives attributes of objects and materials.
- Close/distance/peripheral and depth perception.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit for extended periods; use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; talk or hear. The employee may occasionally need to stand, walk, or lift and/or move up to 10 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

**Physical Requirements for Positions with Driving Requirements:**

- Must be able to sit for extended periods while operating a motor vehicle.
- Ability to enter and exit vehicles multiple times per day.
- Must be able to occasionally lift, carry, push, or pull up to [25–50] pounds (adjust per job role).
- Must have sufficient visual acuity and hearing to safely operate a vehicle and follow traffic signals and auditory cues.
- Manual dexterity is required to operate vehicle controls and related equipment.
- May be exposed to varying weather conditions and traffic environments.

**AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT:**

This job description is intended to describe the general nature and level of work being performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position, in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

Healthy Start Coalition is an Equal Opportunity Employer and values diversity in the workplace. We provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other protected status in accordance with applicable federal, state, and local laws. We will make reasonable accommodations for qualified individuals with known disabilities, as required by the ADA. If you require reasonable accommodation, please contact Human Resources.

**SERVICE EXCELLENCE STANDARDS:**

- Exhibits a total commitment to maintaining high quality service standards of the Healthy Start Coalition.
- Functions as an effective team member in accordance with agency policies and procedures.
- Demonstrates professionalism in dealing proactively with clients, supports, providers, and the Board and general public.
- Works effectively with diverse populations, demonstrating an understanding of, and sensitivity to differences in cultural characteristics, socioeconomic status, and background experiences of the agency's service recipients.

EOE/DFWP/Smoke-free workplace/campus. Qualified candidates email resume to [jobs@hstart.org](mailto:jobs@hstart.org)