



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

**GENERAL SUMMARY:** This full-time position will be located onsite at a WIC location in Hillsborough County. 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:**

- Provides coverage at any WIC site in Hillsborough County to secure the continuation of services during the absence of their designated WIRS specialist.
- 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 Healthy Start Initial Intakes with WIC participants who are pregnant or parenting a child age 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.
- Completes Healthy Start Triage Screening.
- Demonstrates knowledge of community resources in Hillsborough County.
- Facilitates and/or assist participants in contacting services in the community when needed.
- Insures that higher risks participants are followed and linked to concrete and social supports.
- Completes ASO requests as needed; pick up requested items and deliver to WIC participants.
- Supplies educational materials for WIC sites.
- Maintain and Secure Data for Healthy Start and Funder.
- Demonstrate flexibility with site locations, hours of operation, space and availability.
- Attend 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 required.
- Minimum Two (2) years' experience working with families.
- Bilingual in English & Spanish preferred.
- Excellent written and verbal communication skills.
- 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.
- Travel to multiple sites and/or telework may be required.

### **SERVICE EXCELLENCE STANDARDS:**

- Exhibits a total commitment to maintaining high quality service standards of the Healthy Start Coalition.
- Function as an effective team member in accordance with program and agency policy & procedures.
- Demonstrates professionalism in dealing proactively with families, stakeholders, providers, the Board and general public.

**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.

EOE/DFWP/Smoke-free workplace/campus.

Email resume to [jobs@hstart.org](mailto:jobs@hstart.org) by February 28, 2023.