



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
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<b>Job Title:</b>	WIC Certifier	<b>Open Date:</b>	September 9, 2019
<b>SL Program:</b>	Tribal Health	<b>Close Date:</b>	September 23, 2019

**Position Objective: Perform eligibility processes and certifications for WIC participants**

**Major Duties & Responsibilities**

- Interviews clients to determine nutritional eligibility. This includes weighing, measuring and Hemoglobin determinations in addition to dietary and medical history evaluations.
- Determines financial eligibility of clients
- Provides basic nutrition education under the supervision of the WIC Dietitian/Nutritionist
- Provides breastfeeding education
- Notifies clients of rights and responsibilities
- Issues WIC vouchers
- Vendor monitoring- receipt review, price surveys, etc.
- Schedules client appointments, and maintain and update appointment calendars
- Follow-up on missed appointments. Responds to telephone inquiries
- Runs computer reports
- Maintains client files and other records as directed
- Assists in the production of nutrition education materials
- Performs other duties as assigned by the WIC Director

**Qualifications, Experience and Education required:**

- High School Degree or GED
- Knowledge on age related nutrition and nutrition education
- Knowledge on breastfeeding practices. Breastfeeding advocate
- Maintains confidentiality
- Computer skills and knowledge of relevant software
- Knowledge on administrative and clerical procedures
- Have work experience with children and families
- Good interpersonal and communication skills
- Position requires flexible work schedule to best serve WIC clients

- **Must have a valid ND driver license with good driving record as well as proof of automobile insurance.**

**Qualifications, Experience and Education required:**

- **Ability to pass background investigation**
- **Ability to pass a drug and alcohol screening**

**NOTE:**

- **Part time position with maximum of 30 hours/week**
- **This is a grant funded position and is dependent on yearly grant availability**
- **Position does NOT provide health, dental, vision and life insurance**
- **Willing to undergo training per ND State WIC requirement**

<b>Job Role:</b>	WIC Certifier	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>	Non-Exempt		
<b>Employment Status:</b>	<b>Part-time</b>	<b>Supervision</b>	WIC Director
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>Job Order #</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:NDeMarce@spiritlakenation.com">NDeMarce@spiritlakenation.com</a> Or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.