

ADMINISTRATIVE ASSISTANT II

GRADE: 06

GENERAL DESCRIPTION

Employee performs routine administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under moderate supervision with limited latitude for the use of initiative and independent judgment and may train others.

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning agency programs and services

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries and interprets rules, regulations, policies, and procedures

Assists in the development of administrative or technical assistance policies and procedures

Assists in planning meetings and conferences

May assist in researching, composing, designing, or editing agency publications

May review and route mail

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years of experience in administrative support work in a governmental setting; Graduation from a standard senior high school or equivalent and a certification of completion from vocational training is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to train others

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

MOBILE CLINIC COORDINATOR

GRADE: 06

GENERAL DESCRIPTION

Responsible for maintenance and operation of a mobile unit. Performs computer data entry and clinic aide activities. Compiles reports of services rendered and maintains travel log for audit or review. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Clinic Supervisor for lab work, plotting, dietary recalls, nutrition education, issuing appointments

EXAMPLES OF WORK PERFORMED

Drive the mobile unit to sites

Will record data on appropriate forms and health records

Will instruct users on nutrition educations

Performs clerical and clinic aide job duties in order to expedite certification process

Will pull and file all records

Issues food cards and appointments

Will process income screening

Refers persons needing immunizations and other Public Health Department services

Familiar with all job functions with programs

Provides good customer service

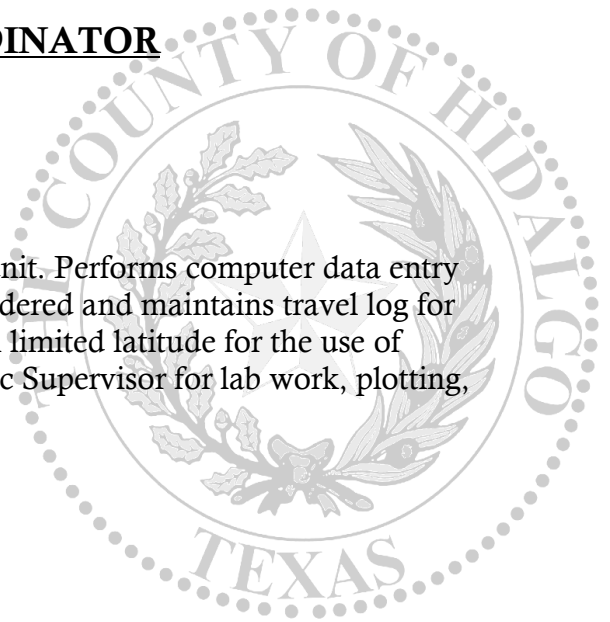
Fuels vehicles

Assists in the safe loading and unloading of passengers and cargo

May maintain vehicle log

May perform janitorial work on unit

Performs related work as assigned



GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year experience in Lab work. Graduation from a Vocational school or equivalent; with a certification as a Medical Assistant.

Knowledge, Skills, and Abilities

Knowledge of motor vehicle operations; of passenger and cargo loading and unloading methods; of traffic rules and regulations; and of the maintenance of motor vehicles

Skill in operating motor vehicles

Ability to follow schedules and instructions in operating vehicles; and to follow practices in loading and unloading cargo

Must possess a valid driver's license with a good driving record

PHYSICAL DEMANDS:

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The employee must occasionally lift and/or move over 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

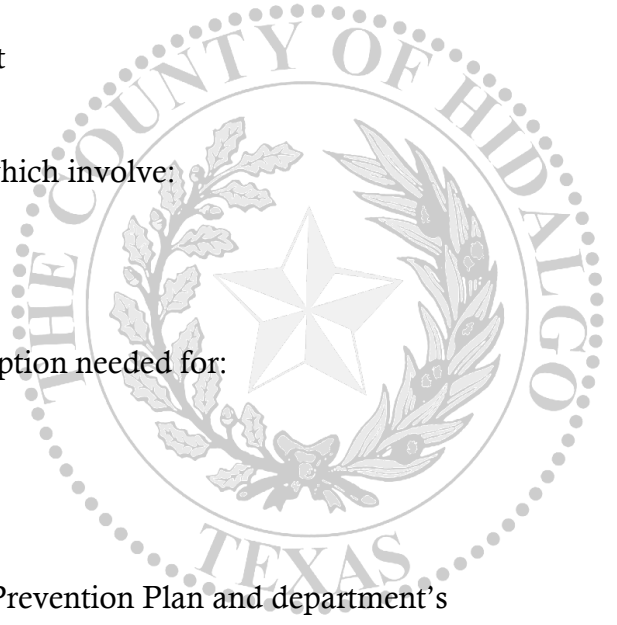
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

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WIC CERTIFICATION SPECIALIST I

GRADE: 05

GENERAL DESCRIPTION

Obtain information on eligibility status and benefit income from various computer systems regarding unemployment, food stamps, and aide programs among others. Information is used by department caseworkers to determine preliminary eligibility for financial assistance and is used as a tool for accurately verifying that documents presented are true and correct. Meet personally with applicants who were classified as pended during their initial screening to received and verify additional eligibility information. Lead person in processing WIC assistance applications. Contact employers, landlords, and medical professionals, among others, to verify or clarify applicant information. This position determines if documents presented are true and correct, if a client has undisclosed income or resources, and if there is sufficient information prior to forwarding applicants to the caseworkers. Decisions are performed in strict compliance with predetermined policies and standards.

EXAMPLES OF WORK PERFORMED

Independently performs assessments to determine appropriate verification(s) required

Conducts client interviews to obtain missing information

Accesses various information systems to attain data as needed

Obtains client history with social service agencies, physicians, employers, landlords, mortgage companies and utility companies

Obtains client's case file information to determine pertinent elements of previous case plan

Interprets and documents results of search and forwards information to caseworkers

Trains staff to interpret data from various complex information systems

Gathers and routes client information on eligibility, housing status, service times and dates to facilitate the preparation of management reports

Maintains confidential records on clients' personal matters and financial situation

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School or GED equivalent. Related experience in accessing systems and interpreting service data from various data systems and other aide programs. One (1) year work related

experience in eligibility determination and experience interpreting and evaluating data screens.

Knowledge, Skills, and Abilities

Organizational and customer service skills required

Must have interpersonal skills to relate well to customers and other county personnel

Ability to communicate effectively (bi-lingual preferred), and ability to train others

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

PHYSICAL DEMANDS:

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The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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- operating assigned equipment

Maintain mental capacity which permits:

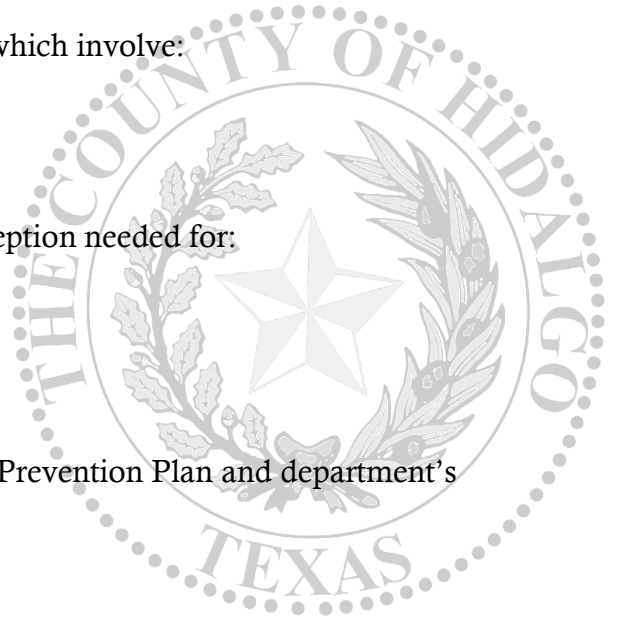
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

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NUTRITIONIST II

GRADE: 13

GENERAL DESCRIPTION

Performs complex (journey-level) nutrition services work; Work involves reviewing food selection and nutritional programs; monitoring and evaluating programs and services; investigating complaints and deficiencies; and providing counseling, technical assistance, and referrals on nutrition and dietary services; May train others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment

EXAMPLES OF WORK PERFORMED

Develops nutrition education and training materials, and plans and conducts nutritional training sessions

Interprets nutritional policies, functions, and philosophies for professional and other groups

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Investigates complaints and deficiencies pertaining to dietary and nutrition services

Monitors and evaluates program operations to ensure compliance with federal, state, and local regulations, and to ensure nutritional, safety, sanitation, and quality standards are met

Provides consultation and technical assistance to aid in the development of nutrition education programs

Provides nutrition education and dietary counseling services

Conducts technological testing and analyses of food and compiles findings

Assists in developing departmental policies and procedures

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in dietitian or nutrition work; Graduation from an accredited four-year college or university with major course work in dietetics, food and nutrition, food systems management, food science, or a related field is generally preferred; Two (2) years of experience may be substituted for one (1) year of education.

CERTIFICATES, LICENSES, REGISTRATIONS

Employee must have a current valid Texas Motor Vehicle Operator's License

May require licensure as a nutritionist or dietitian

Knowledge, Skills, and Abilities

Knowledge of food and nutrition, of food systems management, and of food science and technology principles

Skill in interviewing

Ability to counsel on food and nutrition, to interpret laws and regulations, to plan nutrition and dietary services and programs, to plan and conduct food technology and nutrition research, to communicate effectively, and to train others

Ability to find job satisfaction in the growth and development of the program

Participation and representation in community and professional organizations

Good physical and mental health (Immunization Record)

PHYSICAL DEMANDS:

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The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

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Maintain mental capacity which permits:

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PEER COUNSELOR I

GRADE: 02

GENERAL DESCRIPTION

Support the federally mandated requirement for WIC breastfeeding promotion program by providing basic counseling, education and assistance to women who choose to participate in the program.

EXAMPLES OF WORK PERFORMED

Provides counseling and education to pregnant and breastfeeding women to encourage initiation and increased lactation during of breastfeeding

Confers with physicians, nutritionists and nurses regarding the health of clients and their children

Monitors WIC centers to ensure the environment is conducive to promotion of the breastfeeding program

Documents breastfeeding assessment and counseling in medical records at WIC centers and hospitals

Assesses breastfeeding problems and provides appropriate referrals

Uses appropriate counseling techniques/protocols in responding to a variety of culture and family situations

Monitors WIC breastfeeding rates to ensure they meet the performance/program objectives in the contract with the Texas Department of Health

Completes lactation educator certification and participates in regular continuing education

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School diploma or equivalent required. Complete lactation educator certification within six (6) months of employment; must have breastfed one child successfully for six (6) months. Must be participating or have participated in the WIC program within the past year; can give at least a one (1) year commitment.

Knowledge, Skills, and Abilities

Must have the ability to read, write and comprehend English and Spanish language

Must have transportation and telephone availability

Must have a valid Texas Driver's License

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WORK ENVIRONMENT:

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SAFETY REQUIREMENTS:

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