

COORDINATOR, WIC PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional nutrition work of a complex nature involving a responsibility for administering, supervising and participating in the WIC Program (a food and nutritional education program for women, infants and children from low income areas or families). The work is performed under the general supervision of the Director of Patient Services. Supervision is exercised over a small number of professional and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates and implements the Special Supplemental Food Program for Women, Infants and Children (WIC);

Develops program services based on Federal/State requirements and departmental goals and objectives;

Maintains appropriate contact with State and Federal agencies;

Prepares and/or supervises the preparation of reports and plans as required;

Monitors and evaluates overall program operations and recommends and implements changes in organization and procedures as required;

Directs and supervises professional and clerical staff;

Plans, organizes and conducts staff development and training programs;

Participates in staff recruitment and hiring;

Develops a comprehensive policies and procedures manual based on Federal and State mandates and procedures and in accordance with local needs;

Manages WIC case load and submits all required monthly statistical reports;

Prepares preliminary annual budget, monitors spending and makes appropriate recommendations;

Represents the program at conferences and seminars conducted by Federal and State agencies for program planning and development;

Attends other professional meetings and conferences to keep informed of developments in the area of health and nutrition;

Coordinates the program with other health department and community agencies and develops and maintains working relationships with various agencies and community groups;

Plans and implements in-service programs for department and community agencies' staffs;

Participates in the selection of WIC sites and develops schedules for site operations and staffing;

Develops, administers and evaluates a health and nutrition education program for program participants;

Administers a food delivery system.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the application of nutrition and health principles to community programs; good knowledge of public health practices; good knowledge of modern principles and practices of nutrition, dietetics and related; good knowledge of administrative principles, especially as related to running a public health program; ability to supervise professional and clerical personnel; ability to express oneself effectively orally and in writing; ability to understand and interpret moderately complex to complex written regulations.

MINIMUM QUALIFICATIONS: A Master's degree in Foods and Nutrition and/or Dietetics and two (2) years of professional experience in nutrition or related area.

NOTE: A Bachelor's degree in Foods and Nutrition and/or Dietetics and one (1) year of the above experience may be substituted for the Master's Degree.

PROMOTION: One (1) year as a Nutritionist (Public Health).

R.C.D.P. (03.26.1991) 07.20.2015 - Job specification may be subject to further revision.
Competitive