

WIC PROGRAM SUPERVISOR

FUNCTION OF THE JOB

Under direction, to perform work involving the planning, administering, implementing, and evaluating the WIC (Women, Infants, Children) Program services in the Public Health Division; to integrate and coordinate the WIC activities within other public health division programs; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, develops, administers, and coordinates the WIC grant program within the Public Health Division.
2. Ensures that the WIC program policies, procedures, and budget are implemented and integrated with other public health services.
3. Makes recommendations as to selection, assignment, counseling, evaluation, and training needs of WIC staff and handles other personnel related activities.
4. Evaluates nutritional needs, determines eligibility for benefits, and provides nutritional education to qualifying population.
5. Administers and monitors purchased contract services to ensure delivery of services and adherence to WIC program regulations.
6. Serves as a representative of the WIC program providing outreach services to community groups, agencies, and the general public.
7. Prepares, reviews and analyzes WIC service records, statistics, data on usage and customer profiles to determine changing patterns and needs.
8. Assists in preparing the WIC program budget, grant applications, and requests for proposals; participates in evaluating proposals and makes recommendations for selection.
9. Develops, implements, and evaluates WIC nutrition services aimed at meeting the goals and objectives of the program.
10. Provides training and instruction on the how to utilize consistent and accurate nutrition assessment techniques to the WIC staff.
11. Develops nutritional referral criteria and procedures to other community food and nutrition resources.
12. Develops the WIC program nutrition materials, information packets, and brochures to assist with public education and awareness.
13. Oversees the -Countywide WIC Farmer's Market and Nutrition Program.
14. Establishes and maintains effective working relationships with the staff, public health officials, human services providers, community organizations and the public.
15. Ensures compliance to the policies and procedures of the federal Health Insurance Portability and Accountability Act (HIPAA) of 1996 in regards to protected health information.
16. Participates in direct client services including client certification, lab measurements, and nutrition counseling.
17. Responsible for WIC vendor management including store authorizations, trainings and monitoring.
18. Participates in planning, developing, coordinating, implementing, and responding in a County chemical, biological, nuclear, radiological terrorism event or natural disaster.
19. May be called upon as a first responder for public health and/or emergency government public health outbreak or disaster response.
20. Performs other duties as required.

QUALIFICATIONS

Essential Knowledges and Abilities

1. Thorough knowledge of the principles and practices of dietetics, nutritional education, and public health.
2. Comprehensive knowledge of the role of WIC program and the objectives of a public health agency providing these services.
3. Considerable knowledge of federal, state, and local laws, rules and regulations concerning the operation of the WIC program.
4. Considerable knowledge of supervisory and administrative principles, practices and procedures.
5. Working knowledge of budgeting, planning, and analytical methods and techniques.
6. Working knowledge of computerized department program software, including electronic health record, internet access, database, spreadsheet, and word processing programs.
7. Working knowledge of federal rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
8. Working knowledge of emergency government and incident command and first responder role and responsibilities.
9. Working knowledge of chemical, biological, nuclear, radiological terrorism preparedness response and emergency government response in the Emergency Government Operations Center, Incident Command System.
10. Ability to utilize critical thinking skills to determine the interrelationship of identified risks with their root causes when developing care plans for individual participants.
11. Ability to effectively explain the interrelationship of identified risks with their root causes when counseling families of diverse cultural and socioeconomic backgrounds.
12. Ability to plan, assign, supervise, and evaluate the work of others.
13. Ability to interpret and apply division rules, directives and policies.
14. Ability to establish and maintain effective working relationships with the staff, public health officials, human services providers, community organizations and the public.
15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
16. Ability to prepare and maintain accurate and complete records and reports as required by the WIC program and the public health division.
17. Ability to prepare and present written and verbal reports.
18. Ability to provide effective instruction to address varying learning needs of the staff.
19. Ability to utilize word processing, database, and spreadsheet programs.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in Nutritional Science, Community Nutrition, Dietetics, or a closely related field.
2. Two years of professional work experience in public health or nutrition.
3. Registration as a professional dietitian with the Commission on Dietetic Registration.
4. Certified in dietetics through the State of Wisconsin.