

Community Action Partnership of Cambria County

WIC Director (Salary Exempt)

Reports to: Executive Director

Department: Women, Infants, & Children

Classification Group: S

Date: March 7, 2014

JOB SUMMARY:

ESSENTIAL RESPONSIBILITIES:

1. Manages the administrative and supervises the nutrition educational functions of the WIC Program
2. Plans, implements and evaluates program operations and goals to ensure compliance with federal regulations, state policies and procedures, including all procedures relating to: WIC checks and vendors.
3. Directs, coordinates and supervises all WIC program and outreach activities.
4. Supervises, evaluates and provides training for the WIC staff.
5. Maintains current knowledge of the WIC certification process as well as the supplemental food package and voucher issuance procedures to ensure compliance with the federal and state policies and procedures.
6. Plans staffing, participant service hours, and staff responsibilities in order to provide services according to federal regulations and state policies and procedures.
7. Responsible for overseeing fiscal budgets, amendments and revisions of the WIC program.
8. Attends monthly fiscal meetings and reviews the WIC invoices on a bi-weekly basis.
9. Approves purchase requisitions for supplies and materials necessary for program operation.
10. Prepares and submits on time the required State and FNS reports.
11. Interviews applicants for the various WIC positions in accordance with L/A procedures and submits prospective employee's credentials to Executive Director for approval.
12. Cooperates in establishing, maintaining and overseeing local clinic sites and activities.
13. Schedules Fair Hearings in accordance with federal regulations.
14. Monitors staff performance of hematological testing, Dietary Assessments and anthropometric measuring in accordance with S/A policy and procedures.
15. Supervises the prescription of supplemental and tailored food packages and Nutrition Education care plans.
16. Refers clients to other health related and social agencies.
17. Researches and/or reviews current health/nutrition publications in areas related to the WIC program.
18. Supervises the use of the PA Department of Health computer systems for data processing.

19. Responsible for distribution and control of PA Department of Health security codes/names and passwords to assigned staff.
20. Responsible for overall control of food vouchers.
21. Travels to all S/A meetings as required and serves on S/A committees as assigned as well.
22. Performs other reasonably-related duties as assigned by Executive Director.
23. Monitors the Breastfeeding Peer Counselor Program.

ADDITIONAL RESPONSIBILITIES:

1. Participates in State related meetings, job related training, and continuing education programs as required.
2. Follows the program procedures relating to confidentiality.
3. Performs overnight travel as required.
4. Drives the WIC van as required.
5. Must pass initial and periodic physical exam and TB screening.
6. Mandated Child Abuse/Neglect reporter.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of computers, including MS Word, Excel, and other related programs.
2. Demonstrated ability to direct and manage program goals and objectives.
3. Experience in conducting training programs.
4. Proficient oral and written communication skills.
5. Ability to deal tactfully with the public.
6. Working knowledge of outcome-based services.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. Bachelor's Degree in Foods/Nutrition or Nutrition/Dietetic or Registered Nurse. (Required)
2. Minimum two years experience in a management/supervisory level position. (Required)
3. Current PA driver's license and reliable transportation. (Required)
4. Free of child abuse/neglect history as verified by proper authorities. (Required)
5. Master's Degree in Nutrition, Public Health, Education or related area. (Preferred)
6. American Dietetic Association membership and registration. (Preferred)
7. Computer knowledge and/or computer training. (Preferred)
8. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)

EMPLOYEE'S SIGNATURE: _____

DATE: _____