

WIC Coordinator  
**MONO COUNTY**  
**BARGAINING UNIT: MCPE**  
**BOS APPROVAL:**

**GEMS Code: WIC COORD**  
**Date Established: 8/10/10**  
**Date Revised:**

## **WIC PROGRAM COORDINATOR / REGISTERED DIETITIAN**

### **DEFINITION**

Under general direction, to plan, organize, direct, and manage the Women, Infants and Children (WIC) Program, ensuring compliance with Federal and State regulations; to serve as a Dietitian with responsibility for the nutrition education component of the WIC program; to provide counseling for participants and staff; to direct program planning, service evaluation, and public relations; to schedule, organize, assign, and supervise the work of assigned staff; and to do related work as required. Provides registered dietitian services to the Mono County Senior Nutrition program and Mono County Jail.

### **DISTINGUISHING CHARACTERISTICS**

This is a program management classification for the position which has responsibility for planning, organizing, directing, and supervising the WIC program and the work of staff assigned to the program. Provides registered dietitian services to the Mono County Senior Nutrition program and Mono County Jail.

### **REPORTS TO**

Public Health Director

### **CLASSIFICATIONS SUPERVISED**

WIC Nutrition Assistant

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)***

Develops, implements, and evaluates the annual WIC nutrition education plan in accordance with State WIC guidelines; plans, schedules, assigns, evaluates and directs the work of WIC program staff; prepares and submits annual County and State budgets, maintaining requisite fiscal records and documentation; prepares monthly WIC claims for State reimbursement; implements, evaluates and oversees the delivery of services outlined in Nutrition Services Plan; has responsibility for program accountability; conducts staff meetings; plans and directs WIC outreach efforts; develops and/or evaluates nutrition/breastfeeding education materials used in the local community; evaluates overall nutrition education efforts to determine their effectiveness, implementing changes, as necessary; prepares nutrition assessments and high risk care plans for referred participants; interviews and determines eligibility of WIC applicants and participants; provides counseling for Program clients and follows-up to evaluate client progress; oversees decisions to disqualify WIC participants from the program; enrolls, re-certifies and individually counsels participants at scheduled clinics; coordinates WIC participant care with local health care providers to ensure proper delivery of program services; determines the nutritional risk of WIC participants and establishes risk criteria which will facilitate caseload management; is accountable for the security and distribution of vouchers; provides training for program staff and providers; plans and schedules clinic sites, times, and staffing; prepares a variety of reports and correspondence; represent the Department and the WIC Program, interpreting policies and regulations for the public; serves as a Dietitian consultant for community agencies and health

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care providers; represents the Department with other government agencies.; develops breastfeeding goals and Lactation Aide Information in developing of strategies to promote and support breastfeeding. Oversee a variety of professional assignments to improve the diet, nutrition, and health of clients in the Mono County Senior Nutrition Program. Review of jail nutrition as required by jail regulations.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in clinic, office, and outdoor environments; exposure to communicable diseases and blood borne pathogens; continuous contact with other staff and the public. Incumbent may be required to drive in remote areas of the County in all weather conditions.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of nutrition as applied to women, infants, and children and current trends in nutrition.

Laws, rules, and regulations related to the delivery of WIC program and health services.

Procedures involved in promoting perinatal, child, and adolescent health and family planning.

Community aspects of public health services including community resources and demography.

Environmental, sociological, and psychological problems related to nutrition programs. Child growth and development.

Program management, planning, evaluation, and development.

Principles, techniques, and practices of public health administration.

Budget development and expenditure control.

Principles and techniques of effective employee supervision, training, work evaluation, and development.

#### **Ability to:**

Plan, organize, manage, supervise, and administer the WIC program and nutrition services and breastfeeding promotional activities.

Develop, organize, analyze, and interpret statistical data.

Provide direction, supervision, training, and work evaluations for assigned staff.

Develop and administer budget and control expenditures.

Develop and maintain good public relations with clients, staff, community groups, and organizations.

Interpret and apply regulations as they apply to nutrition program.

Analyze and evaluate health and nutrition problems and take appropriate action.

Maintain the confidentiality of records and reports.

Communicate effectively orally and in writing.

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Develop and maintain program records and prepare clear, concise reports.

Effectively represent the Public Health Department in contacts with the public, community organizations, and other government agencies.

Establish and maintain cooperative working relationships.

To maintain favorable public relations.

To set priorities and assigned work to other professionals.

**Training and Experience:**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education of equivalent to completion Bachelor of Science Degree in food nutrition, public health, nutrition, or a closely related field, including completion of sufficient nutrition and public health courses to obtain requisite registration as a Dietitian.

Previous experience as a professional Dietitian in a health setting is highly desirable.

**Special Requirements:**

Possession of a valid registration as a Registered Dietitian.

Possession of, or ability to obtain, a valid California Driver's License.

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