

## Albany County WIC Program Job Description

Job Title: WIC Clinic Supervisor

Prepared By: Denise Ivey

Classification:

Prepared Date: Up dated 5-21-2015

Department: Albany County WIC Program

Approved By: Human Resources

Reports To: Board of County Commissioners/  
State Supervisor Sharon Pribyl

Approved Date: 2/5/2016

Location: 609 South 2<sup>nd</sup> Street, ACPH Building

FLSA Status: Nonexempt

### **JOB SUMMARY**

To provide overall management, coordination and promotion of local Women, Infant and Children (WIC) program; perform nutrition/health assessment and counseling, provide referrals, provide breastfeeding promotion and support.

### **SUPERVISION RECEIVED AND EXERCISED**

Exercise direct supervision over WIC Competent Professional Authority (CPA) and WIC Technician, county employees.

Receive direction from the Regional Nutrition Supervisor, the Wyoming WIC Program as well as approval and oversight by the County Clerk or designee for any county personnel policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties may include, but are not limited to the following:*

1. Prepare and administer annual budget; approve purchases/submissions of monthly fiscal report to state for reimbursement and submission of monthly vouchers to county for payment/record keeping.
2. Plan, organize and control the work of assigned personnel; work with employees to correct deficiencies; implement discipline and termination procedures. Assign tasks, projects and monitor assigned personnel.
3. Perform health and nutrition assessment of participants.
4. Determine nutrition risk of participants and prescribe food packages.
5. Provide nutrition education responsive to the identified needs/interest of participants.
6. Refer participants to other health and social services as needed.
7. Provide breastfeeding support and promotion.
8. Prepare annual Nutrition Service Plan for service area.
9. Review and approve all nutrition education sessions for the local agency.
10. Provide nutrition counseling for high risk participants.
11. Ensure that participant files and agency records are complete and in order and client information is kept confidential.
12. Keep abreast of program and policy changes.
13. Conduct WIC orientation and training for new employees.

14. Monitor local vendors to ensure compliance of federal WIC rules and regulations through Quarterly Reports, and compliance buys and provide annual vendor training. Review and ensure vendor contracts are completed and signed.
15. Attend and participate in staff meetings and related activities; attend workshops, conferences and classes to increase professional knowledge; serve on committees as assigned.
16. Maintain open communication with the Board of County Commissioners by following county policies for approval of annual county contract and attending annual budget meetings.

## **QUALIFICATIONS/REQUIREMENTS**

Knowledge, skills and abilities:

1. Knowledge of the WIC program, including policies and procedures and being aware of any changes in the program. Understand the organization and operation of the WIC program and the County necessary to assume assigned responsibilities.
2. Ability to interpret and apply pertinent Federal, State and local laws, codes and regulations. Ability to collect, compile, and analyze information and data. Analyze situations carefully and adopt effective course of action.
3. Knowledge of physical and biological science with emphasis on maternal/child health; behavior science/using family centered and community based care theories to understand and relate with various health, emotional and social problems and to understand one to one relationships, group dynamics and to be able to assist people in behavior modification for health improvement.
4. Skills in counseling techniques and anthropometric assessment.
5. Skills in working independently and cooperatively with fellow employees, peers and supervisors.
6. Ability to interact effectively and sensitively with individuals from diverse backgrounds, deal constructively with conflict and exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
7. Skills in work management and leadership; oral and written communication and decision making.
8. Ability to evaluate services and programs according to State and Federal standards.
9. Ability to exercise independent judgment; perceive when change is needed and creatively bring about change, and motivate others.

## **EDUCATION/TRAINING/EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

### ***EXPERIENCE:***

*Three to four years experience as a Nurse, Public Health Nurse or Nutritionist RD substitutes for one year experience; RN does not..*

### ***TRAINING:***

*Completion of a Bachelors degree in nutrition or Bachelors of Nursing, Master's Degree in Nutrition or Nursing; RDN or RN preferred.*

*LICENSE, CERTIFICATION OR REGISTRATION*

*Must be current or obtained within a specified time frame as defined upon employment.*

- Valid driver's license
- License to practice as a registered nurse in the State of Wyoming, if a nurse rather than a nutritionist.

**WORKING CONDITIONS:**

*Essential duties require the following:*

Working Environment:

- Minimal exposure to undesirable working conditions and exposure to persons who may be sick, unpleasant odors, cleaning chemicals.

Physical Activities:

- Essential functions require maintaining the physical condition necessary for minimal physical activity such as sitting, walking, kneeling, crouching, squatting, stooping, twisting upper body, and lifting an average of 40 lbs.

*The signatures indicate concurrence with information provided in this position description.*

\_\_\_\_\_  
Supervisor's Signature /Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature/Date

Review yearly to update as the position changes.

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Reviewed Supervisor's Signature/Date

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Employee's Signature/Date

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Reviewed Supervisor's Signature/Date

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Employee's Signature/Date

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Reviewed Supervisor's Signature/Date

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Employee's Signature/Date