



Position Title:	WIC Director		Position #:	6111/6551
Agency Unit:	WIC	Reports to:	Administrator and/or Health Commissioner	
Employment Status:	Full Time	Pay Grade:	\$23.00 - \$36.00 per hour	FLSA Status: Exempt

Position Summary: Full responsibility for planning, implementing, managing, evaluating, and reporting for ongoing and new projects in the Women, Infants, and Children (WIC) program. The WIC program is a public health nutrition program that works with families to provide nutrition education, nutritious foods, breastfeeding support, and healthcare referrals to women who are pregnant or postpartum, infants, and children up to age 5.

Essential Duties: Provides and/or oversees the administration of the Crawford County WIC program in terms of fiscal management, grant applications, WIC Certification System, participant certification, nutrition and breastfeeding education and support, food issuance, caseload management, outreach activities, clinic and staff scheduling.

Coordinates health services and forms partnerships within the community.

Conducts staff training on civil rights and confidentiality and other state-mandated topics.

Responsible for preparation of the WIC department budgets and monitoring of all revenue and expenditures for compliance with budget goals.

Able to serve WIC Clinic as an RD when needed.

Compiles fiscal information and develops the proposed annual budget. Advises others on fiscal and budgetary matters. Makes necessary changes to the budget throughout the year (revenue/appropriations) as needed.

Reviews all invoices for payment, including appropriate support documentation, and coding for payment processing. Assures expedient filing for error avoidance and quick retrieval.

Reviews prior year financial activities for accuracy and completion, in conjunction with outside auditors. Prepares needed fund account journal entries for error corrections.

Assists the Directors' grant fiscal management to include responsibility for preparation and submitting of the grants application budgets quarterly reporting, purchasing, budgeting, and inventory as well as final reports and maintaining grant flexibility.

Performs clerical duties (e.g. prepares letters, documents and reports, processes outgoing mail, sorts incoming mail, files documentation, performs receptionist duties, answers phones, organizes meetings, orders office supplies and equipment, data entry into various department data bases)

Represents the agency at all audits. Develops appropriate corrective action to maintain compliance with all county, state and federal funding.

Maintains the records for the WIC departments' inventory and fixed assets.

Performs supervisory functions including staffing, training and orientating new employees. Assigns, reviews and directs work. Evaluates performance, initiates disciplinary actions, and responds to grievances.

Acts as liaison to State WIC agency on behalf of CCPH.

**Minimum
Qualifications:**

Must be a Registered Dietitian (RD). Must hold a valid Ohio Driver's License, have use of a reliable, safe vehicle for work use and maintain current automotive insurance coverage.

**Key Competencies:
Analytical/
Assessment Skills:**

- Adheres to, employs and ensures ethical principles in the collection, maintenance, use, application and dissemination of data and information
- Integrates the findings from quantitative and qualitative data into organizational operations
- Knowledge of the core functions and essential services of public health, public health principles and disease process.
- Knowledge of general office principles and practices.
- Knowledge of software applications relative to the position assignment.
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Ability to keep accurate reports and records.
- Possesses organizational skills.
- Customer service skills – in person and via telephone (discretion, patience, etiquette, professionalism).

**Policy Development
Program Planning
Skills:**

- Implements plans and programs consistent with policies
- Implements organizational and system-wide strategies for continuous quality improvement
- Integrates emerging trends of the fiscal, social and political environment into public health strategic planning

**Communication
Skills:**

- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Applies communication and group dynamic strategies in interactions with individuals and

- groups
- Ensures that the public health organization seeks input from other organizations and individuals
- Ensures a variety of approaches are considered and used to disseminate public health information
- Interprets demographic, statistical, programmatic, and scientific information for use by professional and lay audiences

**Cultural
Competency Skills:**

- Ensures that there are strategies for interacting with persons from diverse backgrounds
- Ensures the consideration of the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability and delivery of public health services
- Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available health department and community programs and services and are assisted in the utilization of those services.

**Community
Dimensions of
Practice Skills:**

- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
- Establishes, expands, facilitates and sustains initiatives, programs, and/or partnerships that engage key stakeholders and community members in order to address the community health priorities of nutrition, physical activity and breastfeeding.
- Provides leadership in the process of developing and applying evidence-based and evidence-building community health improvement strategies into specific, measurable action plans in partnership with public and private organizations.
- Designs and delivers orientation for Department staff and public health education and technical assistance for community agency staff as well as community members on nutrition and breastfeeding.
- Evaluates the effectiveness of community engagement strategies on public health policies, programs, and resources

**Public Health
Sciences Skills:**

- Facilitates implementation of community-focused initiatives to promote nutrition, breastfeeding and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and worksites, schools, and the community at large.
- Performs and/or oversees comprehensive individual and family assessments which include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues, and assessment of basic needs including

food, housing, income, resources and supports, and access to health care.

- Ensures care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
- Assesses and implements the nutrition education needs of the community as it relates to chronic disease and the population's general health.
- Ensures that nutrition education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
- Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into the practice of the public health sciences
- Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:
 - Must be able to be fitted and wear NIOSH 95 mask.
 - Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
 - Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
 - Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

**Financial Planning
and Management
Skills:**

- Demonstrates competency of bookkeeping and accounting theory, principles and practices as applied to governmental accounting
- Thorough knowledge of federal and state grant reporting requirements and procedures and auditing guidelines
- Applies basic human relations skills to internal collaborations, motivation of colleagues, and resolution of conflicts
- Manages partnerships with agencies within the federal, state, and local levels of government that have authority over public health situations or with specific issues, such as emergency events
- Finalizes and approves contracts and other agreements for the provision of services
- Evaluates program performance.
- Uses evaluation results to improve performance.
- Ensures that programs are managed within current & forecasted budget constraints.

**Leadership and
Systems Thinking
Skills:**

- Demonstrates knowledge regarding and compliant with applicable professional practice guidelines and any other Federal and State laws and regulations applicable to practice as a public health professional.
- Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Creates a work environment where continuous quality improvements in service and

professional practice are pursued.

- Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals
- Advocates for individual, team and organizational learning opportunities within the organization
- Promotes mentoring, peer advising, coaching or other personal development opportunities for the public health workforce, including him or herself

Work Environment:

- General office setting in health department facilities, as well as community sites including clients' homes and workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

Physical Demands:

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.

Confidentiality:

- CCPH employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and CCPH confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.

Safety:

- CCPH promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Mental Demands:

- Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written

information.

**Job Performance
Evaluation:**

- The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee:

Name	Title	Date
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Supervisor:

Name	Title	Date
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