

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : WIC Manager
Department: Health
Revised : August 2022

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the WIC Manager classification.

GENERAL DESCRIPTION

Responsible supervisory and administrative work over the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). This position is an active member of the management team and reports directly to the Public Health Director.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises, evaluates job performance, and completes performance appraisals on nutritional staff including clerical support staff and Breastfeeding Peer counselors who work in the Special Supplemental Nutrition Program for Women, Infants, and Children; Approve timesheets on a weekly basis; Interviews applicants and makes recommendation for hire of staff supervised that is given particular weight by the Public Health Director.

Evaluates program services to ensure compliance with applicable federal, state, and local standards and policies and assists staff in decision making to ensure compliance to policies.

Assists with the budget process; recommends budgetary needs and monitors expenditures.

Develops program goals and annual nutrition plans for WIC services; Develops and delivers Nutrition Education components of the WIC Program; Consults and trains other clinicians in developing the nutrition component of a care plan; Prepares and maintains a supply of selected nutritional educational materials. Performs nutritional assessments of clients with a variety of complex nutritional/medical problems by evaluating the client's anthropometric and biochemical measurements, socioeconomic conditions, and diet history; develops care plans and food prescriptions based upon individual's nutritional, medical, and developmental needs and preferences.

Executes contracts with WIC vendors; assists vendor coordinator with vendor complaints/concerns. Attends annual WIC vendor training held for WIC Directors and vendor coordinators by the state WIC office.

Performs quarterly inventory check on formula and dispose of formula returned by clients. Print missed appointment letters for missed initial and subsequent certifications. Process metabolic formulas and coordinate participant pickup.

Attend management team meetings, workshops, seminars, Board of Health Meetings, as appropriate.

Order NVRA forms/applications and submit the agency transmittal form to the Board of Elections weekly as required.

OTHER JOB FUNCTIONS

Performs related duties as required.

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Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of principles of normal and therapeutic nutrition, drug, and nutrient interaction at all stages of life.

Considerable knowledge of nutrition as it impacts disease pathophysiology.

Considerable knowledge and skill in nutrition and dietary assessment techniques (anthropometric, biochemical, clinical, and dietary), and in interpretation of data.

Knowledge of human behavior and techniques for affecting behavior change.

Ability to plan, organize, and supervise lower-level employees.

Skill in writing clear, concise entries in clients' health/medical records.

Skill in the processes of interviewing and counseling.

Skill in understanding individual's socioeconomic status and lifestyles with respect for individual differences.

Skill in organization and management of time and resources.

Ability to utilize various computer software applications including WIC Crossroads, Munis, Microsoft Word, Excel, and PowerPoint with accuracy.

Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Master's Degree from an accredited college or university in Dietetics, Public Health Nutrition, or Nutrition, Registered Dietitian with the Commission on Accreditation for Dietetics Education, and one year of nutrition experience; or Bachelor's Degree in Dietetics, Public Health Nutrition, or Nutrition, Registered Dietitian with the Commission on Accreditation for Dietetics Education and two years of nutrition experience.

This job description does not create an employment contract, implied or otherwise.