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| **Job Title:** | ***Director of WIC*** | **Job Category:** | *Administrative* |
| **Department/Group:** | *WIC* | **Pay Classification:** | *Exempt* |
| **Level/Salary Range:** | *$29.25-32.21* | **Position Reports to:** | *Health Commissioner* |
| **Civil Service Classification:** | *Unclassified* | **Position Type:** | *Full time* |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision, the Director the Special Supplemental Nutrition Program for Women, Infant, and Children (WIC) program administers the WIC program to provide services to eligible clients in the local community. Individual may also assist with the actual delivery of WIC nutrition services.

**Experience and Education Requirements**

Must have a bachelors’ degree in nutrition, health education, nursing, or related field. A masters’ degree is preferred. Five (5) years public health work experience, two (2) of which must be in a supervisory capacity or an equivalent combination of education and work experience in the in public health nurse capacity. Prior experience is required in developing and delivering nutritional education, providing nutritional counseling, and establishing nutrition plans. Must have demonstrated prior experience to organize and direct the work of others.

Valid Ohio driver’s license and acceptable driving record is required.

**Public Health Competencies and Essential Duties**

**Public Health Science**

1. Applies public health sciences in the administration and management of programs
2. Uses evidence in developing, implementing, evaluating, and improving policies, programs and services
3. Identifies laws, regulations, and polices for the ethical conduct of research

**Community Dimensions of Practice**

1. Engages community members to improve health in the community
2. Uses community input for developing, implementing and evaluating policies, programs and services
3. Advocates for policies, programs and services that improve the health of the community
4. Maintains relationships that improve health in the community
5. Facilitates collaborations among partners to improve health in the community
6. Establishes relationships to improve health in the community

**Leadership and Systems Thinking**

1. Incorporates ethical standards of practice into all interactions with individuals, organizations and the community
2. Provides opportunities for professional development for individuals and teams
3. Contributes to continuous improvement of individuals, program and organizational performance
4. Ensures use of professional develop opportunities by individuals and teams

**Policy Development and Program Planning**

1. Develops program goals and objectives
2. Contributes to the development of the organizational strategic plan
3. Implements organizational strategic plan
4. Develops options for policies, programs and services
5. Implements policies, programs and services
6. Implements strategies for continuous quality improvement

**Communication and Cultural Competency**

1. Facilitates communication among individuals, groups and organizations
2. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
3. Adheres to ethical principles and Tuscarawas County Health Department policies in the collection, maintenance, use, and dissemination of data and information.
4. Communicates in writing and orally with linguistic and cultural proficiency
5. Recognizes ways diversity influences policies and programs
6. Ensures diversity of individuals and populations is addressed in programs and services
7. Describes the value of a diverse public health workforce
8. Advocates for a diverse public health workforce

**Analytical / Assessment Skills**

1. Interprets quantitative and qualitative data
2. Resolves gaps in data
3. Develops program goal and objectives

**Financial Planning and Management**

1. Manages programs within current and projected budgets and staffing levels
2. Motivates personnel for the purpose of achieving program and organizational goals
3. Implements policies and procedures of the governing board
4. Justifies programs for inclusion in organizational budgets
5. Develops program budgets
6. Defends program budgets
7. Prepares proposals for funding
8. Negotiates contracts
9. Develops performance management systems
10. Uses performance management systems for program and organizational improvement

**Essential Duties**

1. Responsible for fiscal management of the WIC grant; WIC certification system; participant certification; nutrition and breastfeeding education and support; food issuance; caseload management and outreach activities; clinic and staff scheduling
2. Participates in the development of the local agency nutrition education and breastfeeding promotion and support plan and coordinates direct nutrition services to participants
3. Oversees food and formula prescriptions and coordinates with medical providers, as appropriate
4. Provides nutrition in service training to other local agency staff who provide nutrition services to participants
5. Coordinates nutrition services with other WIC program operations, local agencies and community organizations
6. Supervises staff
7. Participates in local and state workgroups to improve nutrition and program services
8. Provides technical assistance and consultation to other local agency staff and other health professionals
9. Develops and maintains the nutrition services budget
10. Oversees the development and implementation of the Quality Assurance Plan and Quality Improvement Plan
11. Attends regular board, management, and committee and is required to be punctual at such meetings.
12. Serves on Quality Improvement Committee, Accreditation Committee, and other committees as required or directed by Health Commissioner.
13. Holds monthly meetings with departmental staff.
14. Evaluates competency of staff continuously and plans in-service training as necessary.
15. Completes and turns in staff evaluations by required deadlines on an annual basis.
16. Acts as communication liaison between staff, Health Commissioner, and Board of Health.
17. Ensures staff compliance with policy manual.
18. Completes grant and other required reporting by designated due dates.
19. Prepares monthly program reports with statistical summaries of departmental activities.
20. Pursues additional program funding sources in conjunction with Director of Accounting.

Acts as a liaison between Health Department and other community agencies for environmental issues.

1. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training
2. Performs other duties as directed by the Health Commissioner.
3. Regular, punctual attendance

**Behavior Expectations**

Treats others with courtesy and respect in all interactions.

**Working Conditions**

Answers telephone calls and routinely uses standard office equipment such as computers, telephones, copier and fax machines, etc. Individual bends, reaches, pushes, and pulls file drawers to file information.

Vision abilities required are up close vision and the ability to adjust and focus.

Must be to lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

**Additional Notes:**

Position is subject to a 180 probationary period as outlined in the TCHD policy manual.

Reviewed and Signed By:

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| **Employee Signature:** |  | **Date:** |  |
| **Health Commissioner Signature:** |  | **Date:** |  |