WIC PROGRAM COORDINATOR
Posting Number: #12-093

Annual Salary: $58,928

Application Deadline: Open Until Filled

Required Documents: Resume, cover letter, copy of college transcripts and application

General Summary:
The WIC Coordinator is responsible to the Director of Planning and Special Services and acts as the administrative officer of the Women's, Infant's and Children's Special Supplemental Food and Nutrition Program (WIC) in Ingham County. The Coordinator is responsible for development of nutrition education curricula and high risk nutrition counseling. He/she must assure that the WIC program operates in compliance with State and Federal standards, policies and guidelines. He/she must coordinate with other Health Department managers and community agencies and health care providers in order to implement the WIC Program in Ingham County and assist clients in obtaining other prenatal and pediatric medical care, as well as assistance with psycho-social issues.

Essential Functions:

1. Provides day to day administration of the program using state program guidelines and regulations, Department/Ingham County Policies and Procedures, and needs assessment and clinic expansion plans developed with the Director of Planning and Special Services.

2. Coordinates and supervises ICHD primary and satellite WIC clinics, personnel, and operations. Develops and reviews evaluation reports and with the Director of Planning and Special Services identifies areas of concern and plans for meeting unmet needs.

3. Assists with grant reviews and implementing grant requirements as directed.

4. Responsible for records of program performance, coupon issuance, personnel and financial reporting.

5. Prepare budget forecasts in consultation with the Director of Planning and Special Services.

6. Responsible for maintenance of established caseload and program services as planned with the Director of Planning and Special Services.

7. Provide staff training in areas of nutrition education and high risk counseling as well as training in anthropometric and computer skills.

8. Evaluate, prepare modifications and work with State WIC Staff in development and maintenance of WIC computerization.
9. Prepare an outreach plan for program expansion and maintenance.

10. Perform related duties as required.

**Other Functions:**
- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.)*

**Employment Qualifications:**

**Education:** Master’s degree required

**Experience:** A minimum of 3 years of related experience.

**Other Requirements:**
- Must be a Registered Dietician.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

**Physical Requirements:**
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**Working Conditions:**
- Works in office conditions.

*September, 1999
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