

LINN COUNTY CLASSIFICATION

TITLE: WIC PROGRAM SUPERVISOR

NUMBER: 705

APPROVAL ORDER NUMBER: 2015-405

PAY RANGE: 18

DATE: December 16, 2015

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supervise and coordinate the Women, Infants and Children's (WIC) nutrition program; screen and instruct WIC Program clinic clients at nutritional risk and document all nutrition intervention and education.

SUPERVISION RECEIVED: Works under direct supervision of the Public Health Program Manager. Develops and refines work and carries out duties and responsibilities with minimum supervision.

SUPERVISION EXERCISED: Provides general and clinical supervision of WIC Program employees and volunteers. Participates in selection of new personnel, provides for training, evaluates performance, responds to grievances and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, implement and evaluate WIC program activities in cooperation with the Public Health Program Manager. Provide monthly statistics to Public Health Program Manager. Participate in the coordination of the WIC Program with other Linn County Health Department programs and services.
2. Insure WIC Program compliance with Federal, State and County regulations, policies and procedures and assure that all high risk and breastfeeding requirements from the State are being met and documented properly. Participate in the development and implementation of the annual WIC Nutrition Education Plan by identifying educational priorities and goals for the purpose of submission to the State WIC Program. Update WIC State Manual.
3. Plan, assign, review and coordinate the work of all assigned WIC staff; train staff; provide technical assistance; responsible for quality assurance in the WIC Program. Schedule clinic activities; plan and assure teaching of education sessions. Discuss, review and resolve complaints from clients, staff, other agencies and the public. Provide caseload management by determining which priorities are to be served to support budgeted caseload; determine the need for additional clinics as may be required by caseload.
4. Provide ongoing nutritional consultation to Nutrition Educators and other staff as assigned. Perform duties (Essential Functions) of Nutrition Educator classification.
5. Completes nutritional assessments and provides individual nutrition counseling to high risk clients. Develop and periodically update special diets; train staff to instruct clients needing various special diets

6. Assign staff to perform store policy reviews. Monitor vendor services during supervisory visits and assure compliance with State WIC expectations.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles and practice of dietetics and nutrition. Ability to plan, implement and evaluate a nutrition program; ability to perform consultative educational and training processes in carrying out a nutritional program; Ability to prioritize duties, coordinate staff assignments and work within a team structure. Ability to problem solve and make appropriate decisions in high pressure situations; skill in using calculator and personal computer. Ability to understand and carry out directions and instructions, working somewhat independently within the guidelines of the program and job descriptions. Good communication skills and ability to maintain confidentiality. Ability to conduct basic group as well as one-on-one nutrition education session.

EXPERIENCE, EDUCATION AND TRAINING: A Bachelor's Degree in nutrition or closely related field and at least two years experience working as a Nutrition Educator or Nutritionist in a WIC Program. Previous experience in a coordinator or supervisory capacity preferred. Any satisfactory combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a Registered Dietician (R.D.) certificate from the American Dietetic Association preferred; possession of a valid motor vehicle license and an acceptable driving record at the time of appointment may be a condition of employment, since travel to and from satellite clinics may be required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work involves travel to various community agencies and schools throughout the County. Work involves a significant amount of locomotion, including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop; use hands to handle or operate objects, tools or controls,

including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds. Have sufficient visual acuity to read scales, measuring boards, obtain capillary blood samples, read hemocue machine. Work may involve potential exposure to blood products, cleaning materials and loud noises.