Employer: Geary County

Division: Health Department

Job Title: WIC Coordinator

Salary: $27.95 Hourly

Job Description:

GEARY COUNTY JOB DESCRIPTION

Job Title: WIC Coordinator

FLSA: Exempt Salary Range: 78 $2,236.00/bi-wkly

Reports To: County Health Department Director

Department: Public Health Date: September 2017

JOB SUMMARY

The job duties of the WIC Coordinator include but are not limited to inform, educate and empower people about health issues; to mobilize community partnerships to identify and solve health problems; to develop policies and plans that support individual and community health efforts; to enforce laws and regulations that protect health and ensure safety; to link people to needed personal health services and assure the provision of health care when otherwise unavailable; and to provide responsive, courteous and efficient service to County residents and the general public.

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DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the WIC Coordinator might be asked to perform. This job description is to incorporate any County Resolutions for the position of WIC Coordinator. This position description is not designed to list all tasks and responsibilities of this position. Geary County reserves the right to revise or change job duties as the need may arise. This position description does not constitute a written or implied contract of employment.

Administrative Functions:

Complete all WIC, Geary County, and local trainings as assigned.

Explain WIC services, benefits, and policies to clients.

Conduct dietary and health assessments during WIC Certification, Nutrition Education Individual, and Breastfeeding support appointments.

Assess nutritional risks.

Provide nutrition counseling to clients, caregivers, and families.

Tailor food packages and complete special Issuance authorization paperwork addressing specialized dietary needs.

Complete all KWIC documentation for any contact or referral.

Adjust appointment flow sheet as needed during certification period for follow-up and appointments according to WIC policies.

Consult and coordinate client care with community care providers as appropriate.

Obtain accurate height, weight, and lab values.

Assist in developing nutrition education materials, activities, and outreach.

Provide breastfeeding promotion and support as appropriate.

Record hours worked on quarterly time study form.

Attend assigned coalition meetings as a WIC representative.

Report any suspicion of domestic violence or child abuse or neglect to supervisor or other administrative staff.

Assist with community intervention planning, implementation, and evaluation.

Coordinator Functions:

Assess clinic and community for Nutrition Service Plan (NSP) needs assessment.

Collaborate with other team members to develop and complete NSP.

Write, direct, monitor and evaluate annual NSP.

Review budget and submit revisions if needed to meet NSP.

Monitor quality and appropriateness of nutrition counseling and information.

Facilitate and coordinate nutrition services with other health care providers.

Review and coordinate nutrition education options and appointments

Analyze nutrition services outcomes.

Supervisory Functions:

Plan, assign, direct, and evaluate WIC staff members.

Train staff members.

Assess staff educational needs.

Develop, interpret, and enforce health department and WIC policies and procedures.

Work with financial administration to prepare, justify, and monitor annual budget.

Develop, monitor, and evaluate client caseload.

Coordinate two outreach events per year.

Develop and distribute positive WIC information.

Monitor and coordinate daily clinic operations to meet client needs.

Collaborate with health department administration to meet their needs.

Interview and select new employees.

Assign tasks, review work and prepare performance evaluations.

Recommend employee transfers, promotions, disciplinary action, discharge and salary increases.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

Bachelor’s degree in Dietetics/Registered Nurse

Minimum one (1) year experience in Nutrition/1 year nursing experience

Dietetic Registration (RD) and Kansas Licensure (LD) within six (6) months of hire or temporary licensure within six (6) weeks of hire if not registered and licensed in the State of Kansas required/Kansas Registered Nursing License.

Previous public health experience preferred

Previous supervisory experience required.

Spanish speaking preferred.

A valid Kansas driver’s license required.

SKILLS AND ABILITIES

Ability to maintain a professional demeanor when dealing with the public.

Ability to take control of situations in a responsible manner.

Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local resolutions, procedure manuals, MSDS sheets, safety manuals; and warning labels.

EQUIPMENT KNOWLEDGE REQUIRED

Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software.

Ability to learn/use KWIC (Kansas Women, Infant and Children program) software.

Other equipment could be required.

LANGUAGE SKILLS

Ability to maintain a positive work atmosphere by acting and communicating in a professional and friendly manner with customers, citizens, co-workers and management.

Ability to communicate in both written and verbal form.

Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence, Federal, State, and local regulations, SDS sheets, safety manuals, operating and repair manuals, etc; and warning labels.

MATHEMATICAL SKILLS

Ability to perform basic mathematical calculations.

REASONING ABILITY

Ability to respond to complaints and grievances posed by the public.

Ability to define problems and deal with a variety of situations.

Ability to think quickly, maintain self-control, and adapt to stressful situations.

Ability to use good judgment and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 20 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.

Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

Works primarily in an office setting.

Due to the volume, scope, size of staff and nature of public service this office provides, full-time regular attendance is essential.

Vacancy Number: GEHDWICCOORD9062017

Open Date: 9/6/2017 12:00:00 AM

Close Date:

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