

## **WIC Program Director Tompkins County**

**Department:** Health Department  
**Classification:** Competitive  
**Labor Grade:** 16  
**Revised:** 4/83; 4/88; 4/89; 5/91; 12/05; 1/06; 7/08; 9/13; 3/14; 7/16; 8/16; 8/23  
**By:** HB, Deputy Commissioner of Human Resources  
**BBP Risk Factor:** At-Risk

### **MINIMUM QUALIFICATIONS:**

1. Possession of a Master's degree in human nutrition science **AND** at least one year of full-time paid (or the equivalent part-time) experience supervising nutritionists, dietitians, home health aides, or other types of positions in the healthcare field; **OR**
2. Possession of a Bachelor's degree in human nutrition science, **AND** at least three years of full-time paid (or the equivalent part-time) experience supervising nutritionists, dietitians, home health aides, or other types of positions in the healthcare field; **OR**
3. Credentials as a Registered Dietitian (RD) which must encompass at least a Bachelor's degree from a US accredited college or university **AND** completion of at least 900 hours of supervised practice within an internship **AND** pass the Commission on Dietetic Registration of American Dietetic Association or Accreditation Council for Education in Nutrition and Dietetics (ACEND) exams **AND** at least three years of full-time paid (or the equivalent part-time) experience supervising nutritionists, dietitians, home health aides, or other types of positions in the healthcare field; **OR**
4. Any combination of training and experience equal to or greater than that specified in (a), (b), (c) or (d) above.

### **SPECIAL REQUIREMENT:**

The candidate must possess a valid New York State driver's license at the time of application and maintain such license for the duration of employment.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position responsible for the implementation, direction and coordination of the Women, Infants and Children (WIC) Supplemental Nutrition Assistance Program, a program which provides supplemental foods, nutrition education and referral to health and human services to the target population during critical times of growth and development. Responsibilities include staff supervision, case management, program policy development and interpretation, fiscal management and implementation of regulations to assure WIC participants' nutrition education and program benefits. The incumbent exercises a high level of autonomy and independent judgment and works under the general direction of the Director of Community Health. The incumbent exercises a high level of interpersonal skills to persuade, motivate or influence others under adverse or tense conditions and to facilitate meetings involving important and difficult issues. External contacts may be with professional liaisons, community groups and involve the development and administration of services. Internal contacts may be across the divisions with the department or across departments and require professional collaboration on overlapping issues. The risk of injury or illness is minimal. The work environment has minimal exposure to disagreeable conditions and visual effort is moderate. Direct supervision is exercised over subordinate professional and clerical staff. The incumbent will perform all related work, including nutrition and clinical staffing, as required.

### **TYPICAL WORK ACTIVITIES:**

- Directs WIC Program activities in Tompkins County, working in collaboration with the sponsoring entity Tompkins County Whole Health , and NYS Department of Health
- Ensures proper effective implementation of all nutritional and administrative services.
- Develops, reviews, maintains and updates local agency policy and procedure manual for WIC Program compliance and ensures staff are familiar with the requirements outlined in the manual, also including interpretation of changes in county, state and federal regulations.
- Prepares budget and monitors expenditures with full fiscal responsibility for adherence to grant guidelines, maintains budget control.
- Supervises and acts as a mentor to nutrition staff and provides the necessary guidance in the assessment of participant's nutritional status at clinic, implements the activities of the WIC nutrition education curriculum to ensure quality services to WIC participants.
- Monitors caseload and the eligible population to ensure maximum program enrollment at all times;
- Conducts orientation, training, supervision and evaluation of program staff, ensures that each staff are trained and competent in their role. Ensure that each staff member has a training plan that is tailored to their job role.
- Audits all voucher disbursements, issued and redeemed.
- Maintains contacts, contracts and MOU's with Health Department programs and with other public and private agencies for an effective referral system.
- On an annual basis, utilizes the Local Agency Compliance Self-Assessment (LACASA) to assess the quality of WIC services provided, and evaluate compliance with all policies, procedures, grant deliverables, and regulation governing the NYS WIC Program. , ;
- Has major responsibility for preparation of reports required by county, state and federal regulations.
- Ensures staff obtains and stays current on all NYS WIC sponsored, county and departmental training and continuing education requirements, maintains a current log of staff training and develops a training plan for each employee;
- Works with the Communications Coordinator to prepare publicity and media releases for participant recruitment into the nutrition program and maintains an active caseload retention plan;
- Performs the duties of a Qualified Nutritionist (QN) per NYS WIC policy, AND, works clinic on a regular basis as defined by the NYS WIC contract to maintain awareness of caseload demands and clinic flow.
- Assists in the setting up and breaking down of clinic including tables, chairs and anthropometrics equipment as needed.
- Conducts anthropometrical measurements on children including blood work as needed.
- Provides leadership in planning, conducting, and evaluating participant-centered nutrition education.
- Provides guidance and training in nutrition assessment and counseling to staff as needed.
- Develops clinic schedules, arranging dates, staffing, times, sites and assures that leases are updated.
- Orders and arranges for maintenance of all necessary equipment and maintains current inventory.
- Orders and monitors all supply needs for the program including medical supplies, office supplies, nutrition supplies, printing and other miscellaneous supplies.
- Supervises staff during clinic to assess program operations and amend procedures as necessary.
- Develops Quality Assurance activities specific to the agency needs and conducts, documents and reports on required quality assurance reviews, implements corrective actions and monitors program improvement.
- Oversees volunteers and student interns including development of appropriate positions, orientation and evaluation of activities completed.
- Develops and prepares proposals for funding of Special Initiatives grants available through the New York State Department of Health.
- Participates in emergency preparedness training as required by the sponsoring agency, Tompkins County Whole Health.

#### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices and terminology of administration and management;  
 Thorough knowledge of maternal and child health issues;  
 Thorough knowledge of WIC Program policies and regulations;  
 Good knowledge of local government operations;  
 Good knowledge of the special needs and problems of WIC Program participants-;  
 Working knowledge of the practices and techniques of data collection;  
 Ability to direct and evaluate the programs of a public service agency;  
 Ability to plan and supervise the work of others;  
 Ability to analyze, prepare and monitor budgets;  
 Ability to analyze and interpret reports;  
 Ability to provide leadership and to secure the cooperation of others;  
 Ability to establish and maintain cooperative relations with the public and other governmental and private agencies including

publicizing the WIC Program;

Ability to express oneself effectively both orally and in writing;

Ability to coordinate and direct staff in a dynamic clinic environment;

The employee's physical condition shall be commensurate with the demands of the position.

**PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour workday. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. Visual acuity is moderate, incumbent must be able to see and accurately work with information on a computer screen and read anthropometry and hematology results on equipment. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out conversations and a variety of verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment as well as anthropometry, hematology, and breast pump equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the transportation requirements of this job.

REFERENCE:

NYSDOH, WIC Program Manual, Section #1460, 6/2021, Policy: Local Agency Nutrition Staff pgs. 1-5.

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