

The Whitley County Health Department is accepting resumes and applications for a Part Time Position for a WIC Coordinator:

### **WIC COORDINATOR**

#### **LOCAL AGENCY COORDINATOR**

The Coordinator must be present in the clinics during all scheduled hours up to the limit of the local agency's full-time employees. When the Coordinator is scheduled out of the office, another staff person should be designated as the contact person for each clinic. **WIC Coordinators hired after October 1, 2013 must meet the qualifications of CPA.**

General Description: Responsible for managing all aspects of the local program.

Educational and Experience: Must be one of the following:

- Qualified Nutritionist
  - Registered Dietitian;
  - Registration eligible to write the registration exam for the CDR: or
  - Bachelors or Master's Degree in Dietetics: Nutrition or Nutrition Sciences: Public Health Nutrition or Community Nutrition: Clinical Nutrition.
  - Registered Nurse (R.N.)
  - Bachelors or Master's Degree graduate which, through review of an official transcript from an accredited college, includes a study of nutrition. These degrees include but are not limited to:
    - Family and Consumer Sciences
    - Food and Nutrition in Business
    - Nutrition, Fitness and Health

The State WIC office should be consulted on applicant transcripts that do clearly show a study in nutrition. Agencies are encouraged to consider all applicants who best suit the position, hiring the most qualified candidate.

Reports to: The appropriate local agency director or supervisor.

Supervises: All WIC staff

#### Principle Duties & Responsibilities:

1. Plan, implement and evaluate the objectives and activities of the WIC Program.
2. Establish local agency policies and procedures, and monitor the WIC Program operation for compliance with state and federal regulations and policies.
3. Train and supervise all WIC Program Staff and Monitor staff work periodically.
4. Serve as liaison with vendors, review contracts, deal with special problems, and keep vendors updated on the Program requirements as related to food booklet changes.
5. Complete vendor monitoring reports and reconcile rejected benefits with vendor and the State WIC office.
6. Responsible for maintaining all required records, plans and files required for the operation on the WIC Program.
7. Serve as System Administrator for the MIS and The WIC SharePoint site.
8. Participate in community activities to promote good public relations and to increase community awareness of nutritional needs and the services offered by the WIC Program.

9. Monitor clinic operations for efficiency and effectiveness.
10. Responsible for maintaining contracted caseload.
11. Develop and maintain procedures for a referral system.
12. Responsible for the planning and preparation of the WIC budget and related reports.
13. Maintain the equipment inventory.
14. Prepare reports required by state and local agencies.
15. Participate in various committees as invited at the state level.
16. Provide staff with in-service for continuing education that is pertinent to WIC. Send all staff for training required by the State WIC office.
17. Perform certification duties including lab test, measurements of height, weight and hemoglobin when needed. (Optional)

Knowledge, Skills & Abilities:            Strong organizational and interpersonal skills:

- Ability to lead in stressful situations and during periods of program change.
- Able to remain objective in situations such as applicant dispute over program eligibility or violation.
- Knowledge of business administration practices and procedures, basic accounting and data processing systems.
- Ability to read and interpret information and prepare reports.
- Knowledge of federal, state and local government operations.
- Knowledge of human resource management.
- Ability to communicate verbally and in writing with a wide variety of people and groups.
- Special literacy and language skills appropriate to address the diversity of the population served by the local agency may be advantageous.

Resumes and applications will be accepted until position is filled and can be sent to:

**Scott Wagner**  
**Deputy Director**  
[swagner@whitleygov.com](mailto:swagner@whitleygov.com)  
**Whitley County Health Department**  
**220 West Van Buren Street, Suite 111**  
**Columbia City, IN 46725**

*Whitley County Government is an Equal Opportunity Employer*

Based on: Staffing Requirements policy, Finance Chapter – Section 01 Annual Administrative Budget Process  
Management Chapter – Section 02 Coordinator Responsibilities