

York County Community Action Corp.

WIC PROGRAM MANAGER

Job Description

REPORTS TO: Chief Program Officer

STATUS: Exempt/Full Time

PAY GRADE: 8

PURPOSE: In partnership with the Chief Program Officer, the WIC Program Manager plans, directs, coordinates, implements and evaluates the services provided by the WIC program, contributing to advancing our mission of enabling York County residents to achieve maximum financial security and good health. Supports the Chief Program Officer in developing the WIC budget, preparing the WIC contract, and ensuring compliance with WIC regulations. The WIC Program Manager also provides direct WIC client services and nutrition counseling services.

RESPONSIBILITIES:

1. Coordinate and manage the WIC program to include hiring, training and supervision of WIC staff; administering the WIC contract and budget; and overseeing WIC computer information system.
2. Provide insight and support to the Chief Program Officer for the WIC contract and budget.
3. Supports Chief Program Officer in ensuring compliance with State and Federal WIC regulations; implements WIC-related compliance activities.
4. Supervise the WIC Nutrition Coordinator/Sanford Office Manager and the Breastfeeding Coordinator/Biddeford Office Manager.
5. Direct all nutrition staff regarding nutritional assessments, care plans and quality and quantity of nutrition education provided.
6. Represent the program to other community groups, community health agencies and institutions, physicians and funding sources, assuring effective coordination with other resources and services.
7. Support the continuing evolution of the program in accordance with community needs and available resources and direct and coordinate outreach efforts.
8. Ensure that training and continuing education requirements of staff are met.
9. Provide direct WIC client services.
10. Provide Nutrition Counseling services for Nasson Health Care patients.
11. Acts as the state contact and lead for the WIC contract.
12. Responds to state requests and also responds to citizen inquires.
13. Ensure effective coordination and integration of the WIC Program with other agency activities and with other programs in the community.
14. Serve as an active and collaborative member of the Senior Management Team.
15. Exhibits a positive professional attitude with supervisor, co-workers, clients and community.
16. Performs other duties as assigned, or as necessary to fulfill the position.
17. Adhere to all program policies and Code of Conduct.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

QUALIFICATIONS:

1. Registered Dietitian with a baccalaureate degree preferably licensed with the State of Maine;
2. Experience in providing direct services for nutrition education and counseling, required;
3. Minimum of three (3) years successful experience in human services program management, including program planning, operations, evaluation, reporting, compliance and the use of management information systems;
4. Commitment to the philosophy and purpose of the WIC Program;
5. The ability to work effectively with minimum daily guidance and to present a positive image of the organization to members of the community;
6. Knowledge of community resources and successful experience working in a team setting;
7. Computer proficiency including word processing and spreadsheet skills;
8. Regular access to a reliable vehicle, as well as the ability to work a flexible schedule including some evenings and/or weekends, and to travel occasionally to national conferences.
9. The WIC Program Manager must not have an active record on the System for Award Management (SAM) website.

DESIRED SKILLS AND COMPETENCIES:

- Innovated Leader - Knowledge and ability to create and adapt to change by use of imagination, problem-solving, and strategic design
- Dynamic Leadership - Ability and willingness to lead with integrity, confidence, and with a client-centered approach to compliance and risk management
- Dependability - Demonstrated ability to accomplish deliverables, maintain accountability, and ability to achieve results
- Attention to Detail - Proven experience in a position requiring accuracy, attention to details and thoroughness
- Organization – Must have the ability to stay focused on different tasks, and use time, energy, strength, mental capacity, physical space, etc. effectively and efficiently in order to achieve the desired outcomes
- Cooperation - Must enjoy working in a collaborative environment

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Director of Operations any hazardous condition or equipment immediately.
3. Attend required safety trainings.
4. Must not have an active record on the System for Award Management (SAM) website.

Physical Requirement:

Physical Essential Functions of the position

Bending	<input type="radio"/>	Sitting	F	N (Not applicable)
Carrying	<input type="radio"/>	Standing	<input type="radio"/>	O (Occasionally) on/off up to 3 hrs. per day
Driving	<input type="radio"/>	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	<input type="radio"/>	Walking	<input type="radio"/>	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	<input type="radio"/>	20 lbs or less	<input type="radio"/>	
Kneeling	<input type="radio"/>	<u>Push/Pull</u>		
Reaching	<input type="radio"/>	12 lbs or less	<input type="radio"/>	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **WIC Program Manager** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a four (4) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

I certify that I have read and received a copy of the job description for the WIC Program Manager and understand the responsibilities that are required.

Employee (print) name: _____

Employee Signature: _____ **Date:** _____