

**MONO COUNTY  
BARGAINING UNIT: MCPE  
SALARY RANGE: 75**

**Date Revised: 2/4/20  
FLSA: Exempt**

## **WIC DIRECTOR/REGISTERED DIETICIAN**

### **DEFINITION**

Under general direction, to plan, organize, direct, and manage the Women, Infants and Children (WIC) Program, ensuring compliance with Federal and State regulations; to serve as a Dietitian with responsibility for the nutrition education component of the WIC program; to provide counseling for participants and staff; to direct program planning, service evaluation, and public relations; to schedule, organize, assign, and supervise the work of assigned staff; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a program management classification for the position which has responsibility for planning, organizing, directing, and supervising the WIC program and the work of staff assigned to the program.

### **REPORTS TO**

Public Health Director or designee

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May directly supervise staff and provide lead direction to other staff as assigned

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Duties include but are not limited to the following:

- Develops, implements, and evaluates the annual WIC Nutrition Service Plan, Continuous Quality Improvement Plan, and mandatory record reviews in accordance with State WIC guidelines.
- Plans, schedules, assigns, evaluates and directs the work of WIC program staff.
- Assists with the preparation and submission of annual County and State budgets as well as WIC claims for State reimbursement, maintains requisite fiscal records and documentation.
- Responsible for program accountability.
- Conducts monthly staff meetings and breastfeeding trainings according to State WIC guidelines.
- Plans and directs WIC outreach efforts.
- Develops and/or evaluates nutrition/breastfeeding education materials used in the local community.
- Evaluates overall nutrition education efforts to determine their effectiveness, implementing changes as necessary.
- Prepares nutrition assessments and high-risk care plans for referred participants.
- Interviews and determines eligibility of WIC applicants and participants.
- Provides counseling for WIC participants and follows-up to evaluate progress.
- Oversees decisions to disqualify WIC participants from the program.
- Enrolls, re-certifies and individually counsels participants at scheduled clinics.
- Coordinates WIC participant care with local health care providers to ensure proper delivery of program services.
- Determines the nutritional risk of WIC participants and establishes risk criteria which will

facilitate caseload management.

- Is accountable for the security and distribution of vouchers.
- Provides annual training for program staff and oversees all program trainings that are provided by State WIC.
- Plans and schedules clinic sites, times, and staffing.
- Prepares a variety of reports and correspondence.
- Represents the Health Department and the WIC Program, interpreting policies and regulations for the public, and serves as a Dietitian consultant for community agencies and health care providers.
- Develops breastfeeding goals and Lactation Aide Information in developing of strategies to promote and support breastfeeding.

### **Breastfeeding Coordinator**

- Develop and update breastfeeding classes for prenatal participants in a group or for individuals.
- Submit order for breastfeeding equipment to State when necessary.
- Develop and update breast pump policy and procedure for WIC electric breast pump loaning program for tracking, receiving, cleaning and repair.
- Document pressure gauge testing on each breast pump annually.
- Participate in local Breast Feeding Task Force.
- Refer and provide resources to breastfeeding services locally.

### **Nutrition Education Coordinator**

- Develop and Update Nutrition Education for groups and individuals.
- Oversee WIC staff during WIC Nutrition Education.
- Train staff on nutrition Education classes.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in clinic, office, and outdoor environments; exposure to communicable diseases and blood borne pathogens; continuous contact with other staff and the public. Incumbent may be required to drive in remote areas of the County in all weather conditions. All Mono County employees are Disaster Service Workers in the event of a disaster.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of nutrition as applied to women, infants, and children and current trends in nutrition.
- Laws, rules, and regulations related to the delivery of WIC program and health services.
- Procedures involved in promoting perinatal, child, and adolescent health and family planning.
- Community aspects of public health services including community resources and demography.
- Environmental, sociological, and psychological problems related to nutrition programs.

- Child growth and development.
- Program management, planning, evaluation, and development.
- Principles, techniques, and practices of public health administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, work evaluation, and development.

**Ability to:**

- Plan, organize, manage, supervise, and administer the WIC program and nutrition services and breastfeeding promotional activities.
- Develop, organize, analyze, and interpret statistical data.
- Provide direction, supervision, training, and work evaluations for assigned staff.
- Develop and administer budget and control expenditures.
- Develop and maintain good public relations with clients, staff, community groups, and organizations.
- Interpret and apply regulations as they apply to nutrition program.
- Analyze and evaluate health and nutrition problems and take appropriate action.
- Maintain the confidentiality of records and reports.
- Communicate effectively orally and in writing.
- Develop and maintain program records and prepare clear, concise reports.
- Effectively represent the Public Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- To maintain favorable public relations.
- To set priorities and assigned work to other professionals.

**Training and Experience:**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion Bachelor of Science Degree in food nutrition, public health, or a closely related field, including completion of sufficient nutrition and public health courses to obtain certification as a Registered Dietitian.

Previous experience as a professional Dietitian in a health setting is highly desirable.

**Special Requirements:**

Possession of a valid California driver's license

Certification as a Registered Dietician (RD)