

## **LIVINGSTON COUNTY WIC PROGRAM COORDINATOR**

**Supervised By:** Director of Personal/Preventive Health Services/Deputy Health Officer

**Supervises:** Serves as Direct Supervisor for WIC staff

**Department:** Health Department

**FLSA Status:** Exempt

### **Position Summary:**

Under the supervision of the Director of Personal/Preventive Health Services/Deputy Health Officer, this position is responsible for supervision and coordination of the WIC Program and providing nutrition counseling to WIC participants and other clients referred from the Personal Preventive Health Services program. Performs other duties as indicated below.

### **Essential Job Functions- WIC Coordinator:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Act as liaison with the Michigan Department of Health and Human Services WIC Division. Disseminates all relevant communications from MDHHS to staff.
2. Ensures adherence with state and local policies and procedures within the agency, through training, monitoring, and quality assurance processes.
3. Complies with the Health Department's quality improvement policy and actively participates in quality improvement projects.
  - Conducts chart audits and performs clinic observations.
  - Recommends staff trainings, both internal and external.
  - Prepares and analyzes program reports to assess current services.
  - Evaluates service delivery and initiates and implements program revisions.
4. Acts as direct supervisor to WIC staff.
5. Assures that the Standard Operating Procedures for WIC are current and updated as needed.
6. Identifies need for staffing, equipment, and supplies in his/her area of assignment.
7. Acts as the primary resource to staff for program issues and assures they are updated on changes.

8. Serves as a lead to staff to include training, monitoring work and providing direction.
9. Provides and documents referrals made to health and social services.
10. Conducts and manages monthly reviews regarding WIC client certifications, formula usage, and high-risk appointments and follow up. Organizes outreach activities, as appropriate.
11. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth.
12. Attends state-mandated coordinator meetings, participates in WIC work groups, and program updates.
13. Participates in agency, intra-agency, and community committees and task forces, as assigned.
14. Responsible for the quality control of lab testing, including lead testing.
  - Creates and provides laboratory training on quality control, proper lab techniques and laboratory guidelines per MDHHS Michigan Department of Health and Human Services and WIC policy.
  - Maintains documentation of lab results, assesses, and makes referrals, and maintains and reports on tests performed by the Health Department.
  - Maintains, updates, and prepares reports for the County's lead testing database, including creating monthly and quarterly reports.
15. Perform all other duties as assigned.

**Essential Job Functions- Registered Dietitian:**

1. Provides required nutrition services to high-risk clients.
2. Provides individual counseling and develops an individualized nutrition care plan for WIC participants designated as nutritionally high risk.

**Essential Job Functions- Nutrition Education Coordinator:**

1. Functions as Nutrition Educator according to the WIC policy and procedures manual and develops, implements, and evaluates WIC group sessions.
2. Responsible for organizing coupons, nutritional education, and resource distribution for the Project Fresh program.

3. Manages Livingston County, The Special Supplemental Nutrition Program for Women, Infants, and Children clinic and program including supervising the staff that work for the program.
4. Reviews Livingston County's The Special Supplemental Nutrition Program for Women, Infants, and Children budget and caseload information and requests adjustments as necessary.
5. Prepares monthly and quarterly reports sent to the state Special Supplemental Nutrition Program for Women, Infants, and Children office.

**Essential Job Functions- CPA:**

1. Provides direct nutritional services to clients.
2. Provides certification evaluation for all income eligible applicants and participants.
3. Provides technical assistance and consultation to staff and other health professionals in nutrition services.
4. Initiates, maintains, and updates client care plans and completes program documentation within recommended time parameters.

**Essential Job Functions- Breastfeeding Coordinator:**

1. Functions as the WIC breastfeeding coordinator and as Certified Lactation Specialist providing breastfeeding counseling and support to WIC clients.
2. Keep current with up-to-date breastfeeding information.
3. Educates clients on the use of breast pumps, including pumping procedures and equipment maintenance and proper milk storage techniques.
4. Oversee the LCHD Breast Pump Program.
  - Responsible for ordering, inventory, distribution and maintenance of breastfeeding supplies and equipment and completion of appropriate documentation.
5. Identify, coordinate, and collaborate with community breastfeeding stakeholders.
6. Manage and mentor Breastfeeding Peer Counselor staff.
7. Evaluates education materials and breastfeeding classes for accuracy and positive presentation of breastfeeding.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Master's Degree in Dietetics or related field and one year of experience in nutrition in public health.
- Licensed and Credentialed as a Registered Dietitian by the Commission on Dietetic Registration (CDR)
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified Lactation Counselor or Lactation Counselor and Educator or International Board-Certified Lactation Consultant.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of nutrition and public health.
- Considerable knowledge of individual dietary assessment, breastfeeding counseling and nutrition, and WIC program policy and procedures.
- Skill in effectively communicating ideas orally and in writing.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and maintaining records.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, clients, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software programs utilized by the Livingston County Health Department.

- Knowledge of pediatric and maternal nutrition and ability to translate this knowledge into education for parents and children.
- Ability to assess clinical breastfeeding issues and develop a care plan to increase breastfeeding duration and satisfaction.
- Ability to assess and develop care plans for nutritional high-risk clients.
- Ability to communicate and develop relationships with all types of individuals, from other professionals to Special Supplemental Nutrition Program for Women's, Infants and Children clients.
- Skill in measuring height and weight of infants, children, and adults.
- Skill in conducting fingerstick blood tests to perform Lead and hemoglobin tests on site.
- Knowledge of state and local WIC policies and procedures.
- Ability to manage coworkers, submit time and perform employee performance reviews.
- Ability to plan and staff the Special Supplemental Nutrition Program for Women's, Infants and Children program for successful daily operation.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals, and situations while performing required duties.

Close vision (clear vision at 20 inches or less).

Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).