

**Northeastern Rural Health Clinics
Susanville, California
WIC Director
Job Description**

Position Summary

The WIC Director Nutritionist provides leadership and takes responsibility for the general management of the Women, Infants and Children (WIC) program operations including coordinating breastfeeding support and nutrition education. Approximately 45% of time is spent with participants, 20% program administration, 20% working as Nutrition Education Coordinator, 10% working as Breastfeeding Coordinator, and 5% working as National Voting Registration Act Coordinator.

Minimum Requirements

- Registered Dietitian and Bachelor's Degree in nutrition, dietetics or a closely related field.
- Current and valid Cardiopulmonary Resuscitation (CPR) card and Registered Dietitian (RD) License.
- Effective verbal and written communication skills and demonstrated organizational skills.
- Ability to interpret and apply programmatic regulations.
- Ability to address groups in a professional manner, both clients and fellow staff.
- Proficient in communication to include writing, typing, corresponding both orally and written
- Must be self-motivated and demonstrate consistent commitment to quality and customer service with clients and co-workers.
- Must maintain confidentiality relating to NRHC personnel, patients, WIC participants.
- Valid California Driver's License and Auto Liability Insurance.
- Willingness to drive to outreach locations several times per month.
- Ability to use computer.
- Spanish speaking helpful.

Duties and Responsibilities

- Develops long-range objectives of Northeastern Rural Health Clinic, Inc.'s (NRHC's) WIC program.

- Implements WIC program according to state guidelines, including required documentation.
- Prepares annual nutrition education plan and annual program evaluation according to state requirements.
- Plans, participates in and monitors WIC clinic operations at all Susanville and outreach locations.
- Provides initial training to new Program Assistants and WIC Nutrition Assistants (WNA). Responsible for WNA Certification and ongoing training.
- Supervises and evaluates WIC staff.
- Evaluates all “N” level WIC participants, including documentation of high-risk care plan and client counseling.
- Responsible for availability of quality nutrition education materials for WIC clients (evaluation, selection and/or development).
- Maintains resource library on nutrition topics for staff reference.
- Completes and maintains miscellaneous WIC and organizational reporting requirements as directed.
- Maintains good networking relationships with service area referral sources.
- Corresponds and communicates with State WIC staff, in collaboration with agency director.
- Promotes WIC program services in the community through group and individual contacts and through media.
- Represents NRHC WIC program at state and regional meetings.
- Fulfills duties of Nutrition Education Coordinator.
- Fulfills duties of Breastfeeding Coordinator.
- Fulfills duties of National Voting Registration Act Coordinator.
- Performs other duties as assigned, demonstrating flexibility and willingness to do extra work as needed, on an intermittent basis.

Physical Requirements

Sitting, standing, walking, bending/stooping, squatting/crouching, balancing, reaching, twisting/turning, pulling, stand up lifting to 24 pounds, speaking/hearing on phone and in person, reading, writing, close eye work, working on computer, repetitive motion of hands, fine and gross manipulation, up/down and side/side hand motion, travel by auto to other sites, independent problem solving, working with others, exposure to public/staff/physicians, and meeting deadlines.

HIPAA Exposure to PHI statement

“Employee provides services associated to the Northeastern Rural Health Clinics, its participating physicians and clinicians, which is a covered entity under the HIPAA rule. In the scope of performing functions, including but not limited to management, administrative, financial, legal and operational support services, I may have access to Protected Health Information (PHI), which is information, whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual’s past, present or future physical or mental health status, condition, treatment, service, products purchased, or provision of health care and which reveals the identity of the individual, whose health care is the subject of the information, or where there is reasonable basis to believe such information could be utilized to reveal the identity of that individual”.

Employee Acknowledgement

I have read my job description and understand its contents. I agree to perform the duties and responsibilities to the best of my ability. If at any time, I have questions about its contents, I will discuss with my supervisor for clarification. I have received a copy of this job description and understand that it will be used to evaluate my performance both on an ongoing basis and at regular intervals.

Employee Signature

Date

Supervisor Signature

Date