



WIC Program Administrator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12

FLSA Status: Exempt

Date Approved: 10/28/2020

SUMMARY:

Under the general direction of the Director of Health and Nutrition. Responsible for the administration and management of the CAPK WIC Program that provides supplemental food benefits and nutrition education for Women, Infants, and Children. Ensures that the CAPK WIC program is fully compliant with all State and Federal regulations, contract requirements, and CAPK policies. Monitor contract compliance, assuring all reporting and budgetary functions are completed with quality in a timely manner. Lead the department in short term and long-range planning including staffing and supply and equipment needs, location of offices, and the interpretation and implementation of WIC standards and procedures. Prepare and administer the WIC Budget with funds allocation by CDPH WIC. Performs all duties of a Nutritionist when necessary.

SUPERVISION RECEIVED:

Receives supervision from the Director of Health and Nutrition Services

SUPERVISION EXERCISED:

WIC Program Manager, Outreach/Public Relations Coordinator, Regional Breastfeeding Liaison, Local Vendor Liaison, and Equipment Supply Clerk

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for participating in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
- Maintains and oversees a management system that ensures proper planning, efficient operation and ensure full compliance of the program requirements of the CAPK WIC Program.
- Responsible for the implementation of the policies and procedures regarding determination of eligibility and nutritional risk of applicants applying for the WIC Supplemental Food Program in accordance with federal and state guidelines.
- Maintains liaison with the State WIC Program and with the health care/community partners of Kern County and San Bernardino County.
- Coordinate services with other health organizations, state and federal agencies and citizen groups.
- Coordinate activity with the Outreach, Public Relations Coordinator to review activity and review achievements in increasing CAPK WIC participation.
- Responsible for the procurement and maintenance of CAPK WIC equipment.
- Prepare and submit reports as follows:

- Responsible for long-range program planning for approval by the Division Director, Chief Program Officer, Chief Executive Officer, and the Board of Directors.
- Responsible for nutrition education and budget expenditures.
- Responsible for developing the WIC budget for approval by the Division Director, Chief Program Officer, Chief Executive Officer and the Board of Directors.
- Responsible for monitoring annual budgets and fiscal control reports throughout the year.
- Monthly reports for program activities as required by the Agency
- Inventory reports as required by the agency and funding source.
- Provide leadership by example, establishing and maintaining quality work standards throughout Agency components areas.
- Plan, organize, direct, supervise, train, and evaluate the performance of the WIC staff.
- Monitor in-service training; ensuring that all personnel have adequate training.
- Provide assistance, guidance, and direction to program staff.
- Assists the WIC Program Manager with directing WIC staff regarding the nutrition and administrative component of WIC in accordance with the federal and state guidelines.
- Provide direct client services when necessary.
- Oversees the overall development and implementation of the Breastfeeding Plan, the Nutrition Services Plan, The Quality Assurance Plan, and any other plans required by CDPH WIC.
- Responsible for the overall development and monitoring of projects with the WIC program: The Regional breastfeeding Liaison, Breastfeeding Peer Counselor Program, Farmers' Market Nutrition Program, and the Local Vendor Liaison Program.
- Works closely with the Director of Health and Nutrition and the Chief Program Officer to review achievements and discuss required changes in goals, objectives, or program emphasis.
- Responsible for hiring staff and maintaining appropriate staffing levels.
- Responsible for maintaining WIC facilities included but not limited to the security of the WIC offices and ensures that adequate safeguards are utilized for the protection of employees and WIC property.
- Ensures compliance with all contractual requirements prescribed by CDPH WIC including fiscal, program, and operations.
- Comply with labor laws and CAPK Human Resources policies.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.

- Departmental policies and procedures.
- Modern office practices, methods, procedures and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Manage multiple priorities with strong skills in planning and problem solving.
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively with people of diverse socioeconomic backgrounds.
- Supervise and motivate people.
- Work cooperatively with government and private sectors.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the general public.
- Establish professional working relationships with staff, agencies and participants

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor’s Degree in Nutrition or a related field.
- Shall possess and maintain the Registered Dietitian credential as approved by the Academy of Nutrition and Dietetics.
- Minimum of five (5) years’ experience in the administration of a health or related program.
- Minimum of five (5) years of management/supervisory experience may be substituted by additional education or experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver’s license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a fingerprint, physical, and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Breastfeeding Education Coordinator				
Activity Day	Hours Per	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X

Walking						X
Standing						X
Bending (neck)						X
Bending (waist)						X
Squatting				X		
Climbing	X					
Kneeling				X		
Crawling	X					
Twisting (neck)						X
Twisting (waist)						X
Is repetitive use of hand required?						X
Simple Grasping (right hand)						X
Simple Grasping (left hand)						X
Power Grasping (right hand)				X		
Power Grasping (left hand)				X		
Fine Manipulation (right hand)						X
Fine Manipulation (left hand)						X
Pushing & Pulling (right hand)				X		
Pushing & Pulling (left hand)				X		
Reaching (above shoulder level)				X		
Reaching (below shoulder level)				X		
	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					