

Resource Center for Parents and Children WIC Program
JOB DESCRIPTION

POSITION: WIC Program Manager- Full-time
REPORTS TO: Executive Director
SALARY: DOE. Health/dental vision benefits/ generous holiday and leave package.

MINIMUM QUALIFICATIONS:

Bachelor Degree in business, business administration, healthcare administration, public health, social work or a related field. Three (3) years of management experience or equivalent academic training required. Must also be skilled in personnel management and supervision, grant writing, budget management and program assessment and planning. A comprehensive understanding of health, nutrition, and dietetic needs of woman and children preferred. Must possess a valid Alaska driver's license and pass a criminal history background check.

The WIC Manager will be required to complete the State of Alaska WIC CPA training within 9 months of employment. The CPA course is provided to applicants through the University of Alaska Anchorage Long Distance Education system, the preceptor for the CPA training will be the Registered Dietitians of the RCPC WIC program.

RESPONSIBILITIES:

Manage and coordinate the overall administration of the RCPC-WIC program in accordance with State WIC policies and procedures and RCPC policies and procedures. This includes the RCPC WIC clinic at Fairbanks and Eielson AFB, the Teen Options WIC clinic and the Breastfeeding Peer Counselor program.

DUTIES:

- Manage the WIC personnel including hiring, supervision, work flow, scheduling, performance evaluation and management in consultation with the WIC Clinical Director.
- Manage the WIC budget working closely with the Executive Director and the Finance Manager.
- Organize staff meetings and training in collaboration with clinical program staff.
- Manage the WIC Vendor operations to ensure program compliance.
- Administer the appeal process as required by the State of Alaska WIC program and the USDA. Coordinate the agency Civil Rights training annually.
- Analyze and manage reports and complete trends analysis to determine appropriate policy action or trainings.
- As a WIC CPA, provide certification and counseling services as needed to ensure that client caseload expectations are met and maintained.
- Supervise preparation of required reports for assigned programs and ensure that they are submitted in a timely manner to the appropriate State of Alaska program and to the RCPC Executive Director.
- Conduct program evaluations, respond to program audits, prepare corrective action, and implement required program changes.
- Prepare annual WIC grant proposal for the State of Alaska Department of Health and Social Services with the WIC Clinical Director.
- Participate in RCPC Management Team and assist in the overall leadership and oversight of the RCPC agency mission, attending all staff meetings and trainings.
- Support, adhere to, and carryout all policies, directives, and safety procedures of RCPC.
- Perform other duties as assigned by the ED.