



Job Description

Job Title: WIC Program Manager
Department: Women Infants and Children - WIC
Executive Director
Reports to: Exempt/Full Time - Flexible Schedule
FLSA Status: 07/01/2010
Revision Date:

GENERAL POSITION SUMMARY

The Manager provides direction and oversight to the planning and management of the WIC Department. The Manager is responsible for supervising personnel and ongoing operations, representing WIC in the community and assuring effective working relationships among RCPC departments, and outside agencies essential to WIC's success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Responsibilities:

- Provides day to day administration of the WIC Program according to the State of Alaska-WIC program guidelines and regulations and the State and RCPC's policies and procedures. This includes the management and administration of the RCPC WIC clinics primary and satellite locations, as well as the Breastfeeding Peer Counselor program
- Supervise and manage the overall performance of staff in the WIC Department
- Completes and or assists in the completion of Grant proposals, reviews, and requirements as directed
- Responsible for records of program performance, voucher issuance, personnel and financial reporting
- Completes program's narrative reports monthly or as required by the Executive Director and completes and compiles required documentation for State mandated reporting
- Conducts program evaluations, responds to program audits, prepares corrective action, and implements required program changes
- Identifies resources needed and assigns individual responsibilities
- Provides staff training in areas of nutrition education and high risk counseling as well as training in anthropometric and computer skills
- Effectively applies RCPC and WIC's methodology and enforces program standards
- Prepares for engagement reviews and quality assurance procedures
- Ensures program documents are complete, current, and stored appropriately
- Assist in the preparation of the annual program budget, accurately helps to forecasts expenses and revenue
- Utilizes program funds appropriately and with the required authorizations
- Manages the WIC Vendor operations to ensure program compliance
- Effectively communicates relevant program information to superiors and subordinates



- Understands how to communicate difficult/sensitive information tactfully
- Conducts effective performance evaluations and mentors those with less experience through formal channels
- Seeks and participates in development opportunities above and beyond training required by RCPC
- Leads internal teams/task forces
- Approves staff and team members' time and expense reports in a conscientious and timely manner
- Participate as a member of the RCPC Management Team, attending regularly scheduled meetings
- Initiate and maintain monitoring/evaluation systems for programmatic aspects of services.
- Oversee system of data and statistic collection and case tracking
- Maintain collegial working relationship with DHSS Grant Administrator, Program Manager and collaborative community partners
- Act as a community liaison, representing RCPC WIC in public relations and media activities and prepares outreach plans for program expansion and maintenance as needed
- Networks with community agencies, service providers, and businesses to foster positive interagency working relationships
- Works a flexible schedule as required by the needs of the position.

KNOWLEDGE, ABILITIES AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to communicate directly and respectfully.
- Ability to work under stressful conditions.
- Avid Multitasking.
- Detail oriented with a high level of accuracy; motivated and willing to take initiative.
- Team Oriented.
- Maintain strict confidentiality.
- Excellent oral and written communication skills.
- Excellent Interpersonal Skills.
- Dependable, consistent and accountable.
- Knowledgeable of Nutritional Components
- Ability to apply working knowledge of nutritional information and the sharing of this information in a non-judgmental manner with families.
- Experience and/or desire to work in a non-profit environment and with families and children.

MINIMUM EDUCATION/EXPERIENCE:

- A Bachelor's Degree from an accredited college in public health, health administration, nutrition, nursing, epidemiology, health sciences, health education, family and consumer science with emphasis in nutrition, community health, the biological sciences, or closely related field.



AND

- Four years of professional experience administering or providing specialized health care or public health services or programs. The required professional experience includes work such as a registered nurse, public health nurse, nurse consultant, health program specialist or manager, health and social services planner, nutritionist, health practitioner, advanced nurse practitioner, and physician's assistant.

Or:

- A Bachelor's Degree from an accredited college in addition to 5 years of current WIC administrative or managerial experience.

Substitution:

Master's degree from an accredited college will substitute for two years of the required work experience. Non-Registered Dietitians must be willing and successfully complete the State of Alaska WIC CPA training within nine months of employment.

PREFERRED EDUCATION/EXPERIENCE:

- Registered Dietitian or Nutrition Degree
- One Year post degree experience in Nutritional Counseling.
- Working Knowledge of the WIC Services

PHYSICAL DEMANDS

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

- Prolonged sitting or standing for long periods of time.
- Frequent walking.
- Frequent bending, stooping, reaching, pushing and pulling.
- Occasionally will lift up to 20 pounds.
- Normal vision range.
- Frequent rapid mental/hand/eye coordination and manual dexterity.