



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WIC CLINIC MANAGER**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level to routine (journey-level) nutrition work; work involves planning food selection and nutritional programs; and providing counseling, technical assistance, and referrals on nutrition and dietary services. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Provides nutrition education and dietary counseling services

Responsible for certifying nutritional risk conditions at the time of certification and prescribing supplemental foods.

Determines WIC program eligibility

Conducts biochemical and anthropometric testing

Refers individuals to other agencies or institutions for nutrition and dietary services as appropriate

Provides breastfeeding support and issues breast pumps and other breastfeeding aids as needed

Approves non-contract infant formulas and other nutritional products following WIC Agency guidelines

Evaluates job and personnel performance of staff; makes decisions or recommendations regarding hiring, disciplinary actions and terminations

Provides nutrition education literature to individuals and groups

Ensures compliance with WIC policies and procedures, administrative policies and procedures, and civil service rules. Updates staff on applicable changes; monitors adherence; coordinates internal and external audits

Performs related work as assigned

EXPERIENCE AND EDUCATION

License Vocational Nurse

Two (2) years of experience in nursing work

Or

Graduation from an accredited four (4) year college or university with major course work in dietetics, food and nutrition, food systems management, food science or related field

Two (2) years of experience in dietitian or nutrition work

CERTIFICATES, LICENSES AND REGISTRATION

Must be licensed as a License Vocational Nurse by the State of Texas or in a party state that recognizes reciprocity through the Nurse Licensure Compact

Or

May require licensure as a nutritionist or dietitian

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of fundamental concepts, practices and procedures of field of public health specialty

Ability to counsel on food and nutrition, to develop nutrition care plans, to conduct evaluations of food and nutrition, and to communicate effectively

Supervisory skills

Organizational and customer service skills required

Must have interpersonal skills to relate well to customers and other agency personnel

Participation and representation in community and professional organizations

Ability to communicate effectively (bi-lingual preferred) and ability to train others

Good physical and mental health (Immunization Record)

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 this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations