



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, WIC PROGRAMS**
Grade: 21

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

This position is responsible for the management of the overall administrative, financial, and clinical operations of the Women, Infants and Children (WIC) Program. Essential responsibilities include the development and the implementation of the Nutrition Education, Breastfeeding, Outreach and Training Programs, and Immunization plans for the WIC. This position is overseen by the County Executive Officer and reports to the County Commissioners' Court.

EXAMPLES OF WORK PERFORMED

The WIC Director needs knowledge and skills to carry out the responsibilities of the following administrative duties:

Supervise employees working in the WIC Program

Develop and implement a Nutrition Education, Breastfeeding, Outreach and Immunization Plan

Schedule and present learning seminars for employees

Supervise the certifications and terminations of participants in the WIC Program

Implements and monitors local, state and federal policies and procedures in collaboration with WIC staff, community agencies, county, local municipalities, state and federal entities in order to enhance the WIC Program

Identifies and implements strategic goals and objectives for the WIC program. Interprets and/or develops Hidalgo County WIC policies and procedures

Researches, initiates and manages grant applications to enhance WIC Services. Establishes collaborative relationships with community partners to improve the nutritional status of Hidalgo County residents

Evaluate WIC employees under her supervision

Maintain nutrition education at an acceptable level in the clinic sites

Plans, forecasts, monitors and administers the annual WIC budget with WIC budget/accounting staff

Develops and negotiates grant proposals and contracts for WIC

Follow and implement Federal and State Regulations and Guidelines

Attend WIC meetings or conferences relating to nutrition education and its new regulations

Share new information with other WIC nutritionists and employees

Supervise clinic sites at regularly scheduled intervals to insure policies are being followed

Make presentations to the Community on the WIC Program

Hiring and terminating employees according to Civil Service Commission

Implement strategies for caseload management

Performs other related duties as assigned

EDUCATION AND EXPERIENCE

Master's degree in Public Health, Economics or related field with strong emphasis in Nutrition and Public Health

Ten (10) years of experience in a public health program which includes five (5) years of supervisory and/or management experience

A minimum of nine (9) years of successful work experience as a WIC Nutritionist

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Up to date Immunization Record

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

Demonstrated ability to establish and maintain a position of leadership in a professional field

Ability to motivate, instruct and manage professional staff. Ability to develop and lead a cohesive management team

Considerable knowledge of fundamental theories, concepts, methods and basic sciences of public health

Knowledge of the principles and practices of management, administration, budgeting, human resources, and supervision

Ability to gather, analyze, and interpret statistical data and draw valid conclusions; Ability to develop, implement and achieve program goals and objectives

Knowledge in applying principles of nutrition, basic sciences to community health and social welfare

Ability to resolve program and performance issues; Ability to interface effectively with clinic and program staff, community based organizations and health care providers

Ability to speak and write effectively

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