



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WIC AREA COORDINATOR I**
Grade: 14

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 work in assisting to supervise the daily operations of a program by providing oversight to designated clinical or administrative operations of the (WIC) program.

EXAMPLES OF WORK PERFORMED

Assesses employee job performance and participates in the evaluations process

Assists in coordinating area activities for quality assurance and training breast feeding and nutrition education and outreach

Advises Community Health Promotion Division on WIC operations

Provides WIC information to health care providers and health maintenance organizations

Assists with the development and implementation of policies and procedures that guide and support WIC services

Assists in promoting WIC services throughout Hidalgo County

Acts as liaison to other health professional and community agencies

Performs all other related duties involved in the operation of the WIC program as assigned or required

Performs related work as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Health Sciences, Public Health, or Business

Preferred: Master's Degree

One (1) year of experience in the field of nutrition or related

Minimum of one (1) year supervisory experience

Two (2) years of related experience may be substituted for one (1) year of education
CERTIFICATES, LICENSES AND REGISTRATION

Registered Licensed Dietitian may be required depending on department assigned

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

Good verbal and written communication and presentation skills

Knowledge of Public Health issues

Spreadsheet and/or word processing software experience

Supervisory experience

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