



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **WIC AREA COORDINATOR II**  
Grade: 16

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*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 moderately advance (journey-level) administrative and supervisory duties. Work involves assisting management in the daily operations of a program by providing oversight to designated clinical or administrative operations of the (WIC) program.

### **EXAMPLES OF WORK PERFORMED**

Interviews, selects, and counsels employees for WIC clinics

Assesses employee job performance and participates in the evaluations process

Coordinates area activities for quality assurance and training and nutrition education and outreach programs

Performs high risk counseling in area clinics

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

Promotes 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

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Three (3) years of experience in public health, nutrition, or community outreach

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**

Knowledge in Health Education Program Development, outreach activities and collaboration with agencies with a common interest in prevention

Interacts with various county departments, staff and various personnel

Bilingual (Spanish and English) with ability to converse fluently in both languages

Knowledge of human nutrition requirements through the life cycle

Knowledge of nutrition education techniques

Ability to assess eligibility for program services

Must have experience working with spreadsheets and/or word processing software

Must have good verbal and written communication/presentation skills

Ability to train and supervise staff members

#### **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