MINIMUM QUALIFICATIONS:

(a) Possession of a Masters degree in human nutrition science AND at least one year of full-time paid (or the equivalent part-time) experience supervising nutritionists, dieticians, home health aides, or other types of positions in the healthcare field; OR

(b) Possession of a Bachelors in Nursing AND licensed as a Registered Professional Nurse (RN) AND a minimum of six credit hours in nutrition AND at least three years of full-time paid (or the equivalent part-time) experience supervising nutritionists, dieticians, home health aides, nurses, or other types of positions in the healthcare field; OR

(c) Possession of a Bachelors degree in human nutrition science, AND at least three years of full-time paid (or the equivalent part-time) experience supervising nutritionists, dieticians, home health aides, or other types of positions in the healthcare field; OR

(d) Credentials as a Registered Dietitian (RD) AND at least three years of full-time paid (or the equivalent part-time) experience supervising nutritionists, dieticians, home health aides, or other types of positions in the healthcare field; OR

(e) Any combination of training and experience equal to or greater than that specified in (a), (b), (c) or (d) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State driver’s license at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for the implementation, direction and coordination of the Women, Infants and Children (WIC) Supplemental Nutrition Assistance Program, a program which provides supplemental foods, nutrition education and referral to health and human services to the target population during critical times of growth and development. Responsibilities include staff supervision, case management, program policy interpretation, fiscal management and implementation of regulations to assure WIC participants’ nutrition education and program benefits. The incumbent exercises considerable independent judgment and works under the general supervision from the Director of Community Health and Public Health Director. Direct supervision is exercised over subordinate professional and clerical staff. The incumbent will perform all related work, including clinical staffing, as required.

TYPICAL WORK ACTIVITIES:

- Directs WIC Program activities in Tompkins County, working with the sponsoring entity, Tompkins County Health Department and the NYS Regional WIC Office;
- Ensures proper effective implementation of all nutritional and administrative services;
- Develops, reviews, maintains and updates local policy and procedure manual for WIC Program compliance including interpretation of changes in county, state and federal regulations;
- Prepares budget and monitors expenditures with full fiscal responsibility for adherence to grant guidelines, maintains budget control;
- Supervises and works with nutrition staff in assessment of participant’s nutritional status at clinic, implements the activities of the WIC nutrition education curriculum;
- Recruits eligible participants to ensure maximum program enrollment at all times;
• Conducts orientation, training, supervision and evaluation of program staff;
• Audits all voucher disbursements, issued and redeemed;
• Maintains contacts, contracts and MOU’s with Health Department programs and with other public and private agencies for an effective referral system;
• Utilizes the regional performance summary to conduct an annual program self-assessment, prepares reports to evaluate program progress and assists in formulating position papers related to current or proposed activities;
• Has major responsibility for preparation of reports required by county, state and federal regulations;
• Ensures staff obtains and stays current on all NYS WIC sponsored, county and departmental training and continuing education requirements, maintains a current log of staff training and develops a training plan for each employee;
• Prepares publicity and media releases for participant recruitment into the nutrition program and maintains an active caseload retention plan;
• Performs the duties of a Competent Professional Authority (CPA) per NYS WIC standards, AND, works clinic on a regular basis as defined by the NYS WIC contract to maintain awareness of caseload demands and clinic flow;
• Assists in the setting up and breaking down of clinic including tables, chairs and anthropometrics equipment as needed;
• Conducts anthropometrical measurements on children including blood work as needed;
• Provides leadership in planning, conducting, and evaluating participant-centered nutrition education;
• Provides guidance and training in nutrition assessment and counseling to staff as needed;
• Develops clinic schedules, arranging dates, staffing, times, sites and assures that leases are updated;
• Orders and arranges for maintenance of all necessary equipment and maintains current inventory;
• Orders and monitors all supply needs for the program including medical supplies, office supplies, nutrition supplies, printing and other miscellaneous supplies;
• Supervises staff during clinic to assess program operations and amend procedures as necessary;
• Develops Quality Assurance activities specific to the agency needs and conducts, documents and reports on required quality assurance reviews, implements corrective actions and monitors program improvement;
• Oversees volunteers and student interns including development of appropriate positions, orientation and evaluation of activities completed;
• Develops and prepares proposals for funding of Special Initiatives grants available through the New York State Department of Health.
• Participates in emergency preparedness training as required by the sponsoring agency, Tompkins County Health Department.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

• Thorough knowledge of the principles and practices and terminology of administration and management;
• Thorough knowledge of maternal and child health issues;
• Thorough knowledge of WIC Program policies and regulations;
• Good knowledge of local government operations;
• Good knowledge of the special needs and problems of WIC Program participants;
• Working knowledge of the practices and techniques of data collection;
• Ability to direct and evaluate the programs of a public service agency;
• Ability to plan and supervise the work of others;
• Ability to analyze, prepare and monitor budgets;
• Ability to analyze and interpret reports;
• Ability to provide leadership and to secure the cooperation of others;
• Ability to establish and maintain cooperative relations with the public and other governmental and private agencies including publicizing the WIC Program;
• Ability to express oneself effectively both orally and in writing;
• Ability to coordinate and direct staff in a dynamic clinic environment;
• The employee’s physical condition shall be commensurate with the demands of the position.


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