

**NOTICE**

There is a job vacancy with the **BAY COUNTY HEALTH DEPARTMENT**.

JOB TITLE:                   **WIC COORDINATOR**

SALARY RANGE:           **\$43,347.20/annually entry, progressing to  
\$50,336.00/annually after 3 years (PB07)**

**In accordance with the Agreement between the County of Bay and the Bay County Association of Managers, Professionals and Supervisors (B.C.A.M.P.S.), qualified County employee applicants may first be considered.**

**GENERAL SUMMARY:** The WIC Coordinator is under the supervision of the Public Health Services Manager and is responsible for the planning, development, evaluation and operation of all program components. May simultaneously perform the functions of a Competent Professional Authority (CPA) in the WIC clinic, as necessary.

**TYPICAL DUTIES:**

1. Provides day-to-day administration of WIC Program, in accordance with USDA federal guidelines, and state and local policies and procedures.
2. Coordinates clinical operations and personnel; may participate in interviewing job applicants and make authoritative recommendations in the hiring process.
3. Responsible for caseload monitoring and management, in accordance with MI-WIC reports.
4. Collaborates with the Public Health Services Manager in preparing and monitoring budgets.
5. Collects, analyzes, and synthesizes data relative to program services and revenues, and timely reports to supervisors.
6. Evaluates the delivery of program services and makes recommendations regarding program development.
7. Coordinates WIC services with other Health Department programs, community and state agencies.
8. Coordinates the development of educational programs and materials for use in the WIC Program.
9. Provides for staff training, especially in the areas of nutrition education, counseling, and breast-feeding education, and promotion.
10. Maintains contact with State of Michigan WIC officials for program guidelines, correspondence and required reporting. Attends state, local and internal meetings, representing the WIC Program.
11. Maintains a working knowledge of community resources and contacts for referral of WIC participants.
12. Responsible for developing the annual Nutrition Service Plan, outlining specific program goals and objectives for the at-risk WIC population. Monitors and documents goals and objectives.
13. Coordinates and participates in outreach efforts and public relations to promote availability of WIC services.
14. Oversees safety practices and use of equipment, including compliance with OSHA guidelines.
15. Prepares for, and facilitates, Management Evaluation required by the State of Michigan. Prepares and implements corrective plans of action, if necessary.
16. Participates in required training, in-services and internal committees.
17. Assesses anthropomorphic and hematological data, as well as health and dietary histories for the purpose of determining the existence of nutritionally related health risks and the need for nutritional, health, social or psychological referrals.
18. Provides nutrition counseling to identified high-risk participants and documents the encounters.
19. Develops nutrition care plans.
20. Assigns and tailors food packages for program participants.
21. Determines and authorizes Class III formula requests and requests State of Michigan approval for Class III formula requests.
22. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
23. All other duties, as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties.

**QUALIFICATIONS:** Required: 1) registered nurse, or 2) nutritionist (bachelor's degree in foods/nutrition or dietetics), or 3) registered dietitian, or 4) master's degree in human nutrition or public health nutrition, or 5) home economist (bachelor's degree with emphasis in nutrition). Applicants may be required to take written and/or other examinations.

**PHYSICAL REQUIREMENTS:** This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 10 pounds of force up to one third of the time.

Make application in person at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121 or online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) no later than **4:00 p.m. Friday, September 30, 2011.**

**AN EQUAL OPPORTUNITY EMPLOYER**

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."