

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 9/19/96

W.I.C. PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Public Health and is an administrative position involving responsibility for planning, coordinating and implementing a County-wide program of nutrition education for women, infants and children from low income families who are at nutritional risk. The incumbent provides liaison between the County Health Department and County-wide community based organizations and groups to assist in making the most effective use of nutritional services provided by the County. The work is performed under general super-vision of the Director of Health, with leeway allowed for the exercise of independent judgement in carrying out details of the work. The incumbent in this position may be required to work evening or weekend hours. Supervision is exercised over the work of subordinate professional, clerical and volunteer staff engaged in activities related to the program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and implements procedures for nutrition education, certification, re-certification, data collection, check distribution and documentation in accordance with Federal and State regulations to ensure program effectiveness;

Supervises and evaluates program staff engaged in providing nutrition counseling and supplemental dietary assistance to program clients, and voucher distribution, outreach and clerical staff;

Plans and conducts in-service training regarding modification of program requirements for staff of the program, County Health Department and other County agencies and interested community groups;

Meets with community groups and agencies to promote the program;

Coordinates the supplemental food program with County Health Department and other organizations in the community;

Prepares program budget and oversees expenditures for staff, food, supplies and equipment;

Maintains records in accordance with Federal and State agency requirements;

Compiles statistics and information required for re-application to program funding;

Participates in State, regional and local conferences, and meetings to keep abreast of new developments regarding supplemental food programs;

Supervises and evaluates vendor component of program and operation of clinic sites;

Develops and implements procedures for training staff.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative principles and practices; good knowledge of W.I.C. program policies and regulations; good knowledge of the special needs and problems of W.I.C. program clients; working knowledge of accepted methods and techniques of community organization and service delivery; working knowledge of accepted practices and techniques of data collection and record keeping; ability to acquire a working knowledge of nutrition and home economics; ability to organize and supervise the work of others; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in public health administration or health care administration or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing, health, nutrition or a closely related field, **AND** one (1) year of public health administrative experience; **OR**
- (C) Graduation from a three-year school of nursing, **AND** two (2) years of experience, as outlined in (B) above; **OR**
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in nursing, **AND** three (3) years of experience, as outlined in (B) above; **OR**
- (E) An equivalent combination of training and experience, as defined by the limits of (A) through (D) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.