



CLASS SPECIFICATION

Class Title: WIC Clinic Supervisor
Department: Health

Class Code: 5553
Eff. Date: 01/11/06
Grade: 22
Revised: 01/14/14

GENERAL PURPOSE

Under general supervision and guidance from the WIC Bureau Manager, performs supervisory and professional duties at a WIC Clinic.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Performs administrative functions and oversight within the clinic.

Supervises WIC personnel in the absence of the WIC Bureau Manager or as assigned.

Assists in hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.

Coordinates, assigns and reviews work of subordinate staff to ensure the department meets established performance standards; addresses performance problems to Bureau Manager in a timely manner.

Acts as the administrator over the clinic's computer and voucher system in the absence of the Bureau Manager

Assists in preparation of staff inservices and reviews agenda items with Bureau Manager

Investigates alleged program abuse by clients, and issues appropriate corrective action

Participates in WIC Director meetings/conference calls as needed and as time allows

Provides direct client services by performing high risk and client service assessments; provides medical nutrition therapy, counseling, and client follow-up.

Evaluates and assesses data to determine eligibility for nutrition services and develops nutrition care plans; schedules appointments; educates clients on nutritional needs and proper diet.

Ensures clinic supplies are adequately stocked; ensures clinic facility and equipment/machines are properly maintained, and advice Bureau Manager if equipment replacement is necessary; contacts repair vendors and schedules repairs and/or maintenance as necessary.

Ensure facility is secured at the close of business each day/evening.

Ensures quality and appropriateness of nutritional assessments, educational classes and evaluations, breastfeeding promotion and education. Ensures compliance with Federal, State and County regulations and policies.

Works closely with the Breastfeeding Peer Counselor Supervisor to maintain and accomplish breastfeeding and nutrition education goals

Participates in clinic efforts to effectively promote and support breastfeeding including specialized counseling, breast feeding equipment/supplies, breast pump loan program; coordinates lactation classes, peer counselor assignments, and dispensing of breast pumps.

Assists with conducting pre-monitoring evaluations and responds to findings in management reviews.

Assists with preparation of the annual WIC nutrition education plan required by the Utah State WIC Program.

Prepares and works various self-monitoring audit reviews

Prepare and make oral presentations. Attends meetings; facilitate meetings and teaches classes as assigned. Travels to locations within and outside of Davis County to attend meetings, training, conferences, as needed.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelors Degree in dietetics or nutrition, public health, health promotion, or a related field, plus two (2) years of full-time experience in a WIC program; an acceptable combination of education and experience may be considered. Preference given for state-licensed Certified Dietitian (CDR Registered Dietitian) and/or individuals with supervisory experience.

2. Special Qualifications:

Must complete a minimum of six (6) semester hours in life cycle nutrition course work approved by the State WIC administration within six months of hire date.

Must pass a criminal history background investigation.

Provide personal transportation for on-the-job travel.

Must possess a valid Utah Driver License.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of: WIC program regulations, policies, and procedures; current WIC computer system and other applicable computer programs and applications including MS Excel and Word; nutrition assessment and care plans; nutrition program regulations and eligibility requirements; proper nutrition care and counseling; breastfeeding education. Working knowledge of: supervisory principles, practices and techniques; principles of education including behavior modification techniques.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner;

knowledge of Utah motor vehicle rules and regulations.

Ability to: read, understand, interpret and communicate WIC regulations and policies; supervise, assign, and evaluate the work of others; educate and counsel nutrition program clients regarding program services, requirements, expectations and proper nutrition care; make oral presentations; work with diverse population; identify and resolve problems; coordinate multiple tasks efficiently; follow written and oral instructions, communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other staff, clients, allied agencies and the general public.