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| Job Title: WIC Program Director      | Step:                   |
| Department: Public Health Department | Grade:                  |
| Effective Date: April 2022           | Safety Sensitive        |
| Revision Date: November 8, 2022      | FLSA Status: Non-Exempt |

### **General Purpose**

The Women, Infants, and Children (WIC) Program Director is responsible for organizing all WIC services for San Juan Public Health and developing cooperative and coordinated support for these services with all available resources such as local health clinics, dental clinics and any other programs available from Utah Department of Health. The WIC Director will collaborate and coordinate with local healthcare providers for client-approved access to client records in compliance with HIPAA Rules and Regulations.

- Develop and facilitate provision of all services and programs included in the Utah WIC program for all residents of San Juan County who qualify for the WIC services.
- Train adequate staffing to provide WIC client services in the SJPH office in Blanding and in outlying County communities.
- Maintain complete client electronic records and provide information to the UDOH State WIC program in compliance with all HIPAA Rules and Regulations.
- Maintain adequate required supplies, educational materials, and equipment to facilitate required patient services.
- Facilitate and provide services for WIC nutrition education; WIC breastfeeding education and support.
- Complete processes for patient referrals.

In addition to the WIC program responsibilities as listed above, the WIC Program Director will assist with the provision of other duties as required.

- Nutritional services: Including client monitoring; developing Quality Audits and Statistical reports.
- Implementing corrective Action for improvement of services and tracing the results, Evaluating client information; Assessing client status; developing care plans. Responsible for providing Clinic Services in compliance with Federal, State, and County policy and procedures; monitoring clinic activities; and implementing corrective action when necessary

- Provide information and follow-up for medically high-risk patients; assessments of client needs; nutrition therapy & counseling for individual program development. Assist as directed with other public health efforts as outlined below, or as instructed by the Health Officer or Nursing Director.
- Attend regular WIC association and leadership meetings (virtual or in-person)

### **Supervision Received**

Works under the general direction of the Director of Nursing with clinical supervision provided by the consulting physician.

### **Essential Functions**

- **WIC PROGRAM:** Knowledge of the principles of breastfeeding management and specific uses of infant feeding modalities. Knowledge of the regulations, policies, and procedures governing WIC and Vision computer system. Skilled in the principles and practices relating to nutrition assessment, care planning, case management and care coordination, medical nutrition therapy, and nutrition counseling.
- **EPIDEMIOLOGY:** Assist in the investigation of communicable disease outbreaks and in cases of persons with reportable diseases; works with state epidemiologists and laboratory personnel, and others to gather information and report communicable diseases and outbreaks to appropriate persons, and the public according to guidelines. Works with local/state epidemiologists to coordinate local and state communicable disease surveillance efforts as well as with hospital infection control practitioners, labs, and physicians.
- **IMMUNIZATIONS:** Provide education on immunizations in all communities throughout San Juan County in coordination with local clinics and school programs. Develop and maintain immunization records.
- **TUBERCULOSIS (TB) CONTROL:** Administer PPD Skin Tests. Investigate all reported and/or suspected TB cases. Provide patient/family education. Report all data to the Utah Department of Health and Human Services. When necessary, monitors delivery of TB medications.
- **Targeted Case Management (TCM) HOME VISITS:** Visits clients in their private home to provide education on growth of infant/toddlers, nutrition, breast and bottle feeding, and newborn care and development, etc.; identifies infants/toddlers who need services; makes referrals and provides case management; makes a record of all home visits, service plans, assessments and contacts. Ensures pregnant clients are receiving appropriate prenatal care and assess their nutritional status.
- **Supervision:** Supervise WIC Peer Counselors including providing training and support.

### **Minimum Qualifications**

- Associates Degree from an Accredited Educational Institution.
- Registered Nurse (RN) issued by the State of Utah Department of Commerce, Division of Occupational and Professional Licensing authorizing the individual to practice in the State of Utah.

### **Required Skills, Knowledge and Abilities**

- **KNOWLEDGE** of nursing theory and practice, sanitation, nutrition, development of patient care

plans.

- Skilled in analytical problem solving. Skilled in the principle and practices of counseling including interviewing, problem diagnosis, and assessment and evaluation. Ability to maintain cooperative relationships with those contacted in the course of work activities. Ability to communicate effectively verbally and in writing. Ability to coordinate multiple tasks efficiently.
- Ability to navigate cultural, socioeconomic, and linguistic differences and utilize cultural humility and evidence-based resources to overcome these differences.

### **Special Qualifications**

- Must possess a valid Utah Driver's License.
- Must possess a valid Utah License issued by the State of Utah Department of Commerce, Division of Occupational and Professional Licensing.

### **Work Environment**

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail. Work is performed in an office or other environmentally controlled room; work required frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Travel throughout the County on a regular basis for WIC clinics or home visits. Free from tobacco use.