

**BELL COUNTY PUBLIC HEALTH DISTRICT WIC PROGRAM  
POSITION DESCRIPTION  
WIC DIRECTOR**

**Revision Date: October 14, 2022**

**Position Title: WIC Director**

**GENERAL DESCRIPTION:**

The WIC Director is responsible for the coordination, supervision, and the overall operation of the Bell County Public Health District WIC Program. Services are provided at various locations including Temple, Killeen, Copperas Cove, and Ft. Hood clinics as well as offsite events. This position reports to the Bell County Public Health District Director.

**ESSENTIAL FUNCTIONS:**

- Knowledge in all areas of the WIC Program to effectively oversee all clinic operations.
- Stays informed and up to date in knowledge of current WIC policies, procedures and program requirements to ensure compliance.
- Communicates and /or oversee communication with the State Agency and Health District Director regarding WIC activities.
- Hire, evaluate, and counsel WIC staff.
- Check and approve monthly time sheets/leave slips/mileage sheets as required.
- Maintain adequate equipment and supplies for staff to perform job duties.
- Make recommendations for purchasing medical, nutrition education, and office supplies.
- Manage and/ or oversee all program supplies inventories.
- Maintain up to date guidelines and policies making sure appropriate staff have information.
- Write policies as necessary.
- Develops and facilitates on-going WIC program improvements and enhancements.
- Oversee planning and implementation of the annual Nutrition Education, Breast Feeding, and Clinical operations plans.
- Liaison with community organizations and other Health District clinics regarding the WIC Program.
- Evaluate grocery stores who request to participate in the WIC Program as an authorized vendor.
- Conduct staff meetings.
- Encourage and demonstrate positive teamwork and excellent customer service to staff members.
- Investigate participant/vendor complaints.

- Attend meetings, conferences, and trainings necessary.
- Responsible for completion and submission of all necessary reports.
- Oversee/conduct self-audits.
- Develop and provide proper training of WIC staff.
- Assist with the client certification process as needed.
- Participates in professional development activities to maintain and gain knowledge within the field.
- Serves as part of public health emergency response efforts, as needed.
- Perform any other qualified job-related duties necessary.

### **SKILLS/ABILITIES TO PERFORM IN POSITION:**

Must have a heart for service and a mission – oriented approach. Be a champion to effectively develop programs and staff. Confidentiality and the power to prioritize time and responsibilities is a key to the success in this role. Desire to build on the foundation by taking direction and following policies from funders and Bell County Public Health District.

### **SPECIAL CONSIDERATION/REQUIREMENTS/RECOMMENDATIONS:**

- Must provide courteous and excellent customer service to all internal and external stakeholders.
- Must be able to operate standard office equipment and computer systems, including but not limited to Microsoft Office Suite, Databases, TXIN, Teletask, Qualtrics and email.
- Must have valid Texas driver's license and be insurable.
- Requires ability to occasionally lift clinic supplies, educational materials, and machines up to 40 pounds.
- Prolonged standing, sitting, or driving may be required.
- Increased risk for exposure to and possible transmission of vaccine-preventable disease.
- Must have appropriate immunizations according to BCPHD policy.

### **MINIMAL QUALIFICATIONS:**

- Bachelor's degree in Nutrition or Dietetics, Early Childhood Education, Human Development, Healthcare Administration, Public Health, or other related degree.
- Minimum 7 years' experience in comparable position/ field.
- Minimum of 5 years' management experience.