

WIC Coordinator

A. Purpose of Procedure

The WIC Coordinator has direct day-to-day responsibility for the WIC program and is the person that the State WIC office can contact concerning the agency's grant application.

B. Scope of the Procedure

The WIC Coordinator must meet specific qualifications and perform specific responsibilities in coordinating the local WIC program. The state WIC office must approve a WIC Coordinator candidate prior to interviewing.

C. General Procedure

Qualifications

- A minimum of a bachelor's degree (Preferably in the areas of public health, health administration, business, health related field, or social work)
- The following experiences and skills are desirable:
 - Six months of public health experience related to improving, maintaining, and protecting the general condition of health within society either on a personal, institutional, organizational or community basis
 - Supervisory experience
 - Program administration experience
 - Computer skills including experience with word processing and spreadsheet software
 - Ability to effectively communicate and work with a variety of socioeconomic groups and overcome possible language/cultural barriers
 - Ability to work with community leaders and health professionals

Responsibilities

The WIC Coordinator has direct day-to-day responsibility for the local agency WIC program. A WIC Coordinator's responsibilities include, but are not limited to the following:

- Contract/Grant Management
 - Managing the WIC program efficiently while fulfilling all contract requirements
 - Developing the agency budget in compliance with State and Federal policies
 - Overseeing accurate completion of all agency reports and records
 - Interpreting and monitoring compliance with State and Federal regulations

- Attending meetings and workshops relevant to program operations
- Reviewing and interpreting data system reports
- Overseeing contractual relationships with health providers
- Supervisory
 - Organizing and managing all clinic sites, including determination of clinic sites, hours of service, and scheduling issues,
 - Arranging of transfer of needed equipment, forms, and food instruments to clinic sites on appropriate days
 - Supervising both professional and non-professional agency staff
 - Recruiting, training, and monitoring all personnel including outreach workers and project volunteers as they are involved in the WIC program
 - Working with agency staff and state personnel to provide training to staff about policy changes and changes in the science of health and nutrition that influences health, nutrition, and food education activities
- Adjunct to Health Care Services
 - Coordinating of services and referrals with other programs and services
 - Promoting childhood immunizations for program participants
 - Establishing linkages with Local Boards of Health (LBOH) so WIC remains within the scope of public practice at the community level. This may include assisting the LBOH in the performance of the core public health functions of assessment, assurance, and policy development for the maternal and child population.
- Outreach
 - Overseeing WIC outreach activities
 - Serving as the health professional representing the WIC program to the public
 - Providing program information to interested professionals, outside agencies, organizations and individuals
- Oversight
 - Overseeing quality assurance and improvement activities
 - Ensuring security of food instruments and equipment.
 - Ensuring participant confidentiality
 - Maintaining equipment inventory
 - Maintaining a clinic environment that promotes and supports breastfeeding
 - Ensuring vendor monitoring is completed as directed by the State office
 - Ensuring agency compliance with the following:
 - National Voter Registration Act of 1993
 - Americans with Disabilities Act of 1990
 - Section 504 of the 1973 Rehabilitation Act
 - Affirmative Action Plans
- Interaction with Various Programs
 - Participating in community needs assessment in the agency service area

- Communicating or interacting with various programs including, but not limited to the following:
 - Iowa Department of Public Health
 - Department of Human Services
 - Maternal, Child and Adolescent Health
 - I-Smile
 - Early Head Start/Head Start
 - Public Health Nursing
 - Area physicians, HMOs, and hospital staff
 - Area Education Agency
 - Family Planning agencies
 - Lead Poisoning Prevention programs
 - Child Health Specialty Clinics
 - Child Care Resource and Referral agencies
 - Staff of other WIC contract agencies
 - Other community groups

Training

- WIC Coordinators must complete training requirements as outlined in the policies “Local Agency Personnel Training”, “Training and Education Record”, and “New Employee Training Checklist”.

Hiring a WIC Coordinator

If the WIC Coordinator position is not filled within a short period of time, an interim WIC Coordinator must be identified and the state WIC office notified. WIC agencies must provide a copy of the applicant’s resume and consult with the state WIC office before interviewing a candidate for WIC Coordinator. The state WIC office must review the resume to determine if the applicant would qualify as a WIC Coordinator before the agency identifies an interim WIC Coordinator or hires a permanent WIC Coordinator.