



POSTION DESCRIPTION

NAME:

JOB TITLE: WIC Program Coordinator

FLSA STATUS: Non-Exempt

DATE:

DEPARTMENT: Women, Infant, & Children (WIC)

LOCATION: Branson

REPORTS TO: Director

JOB SUMMARY

The WIC Program coordinator is responsible for the overall management and coordination of the local agency's WIC program. This role requires strong leadership, organizational, and communication skills to ensure program effectiveness and compliance with federal and state regulations. The WIC Program Coordinator shall ensure the efficient and effective management of the local agency.

ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES

❖ Administrative and Supervisory Activities

- Coordinates daily operations of the WIC program, including nutrition education, breastfeeding promotion, and food prescription services, ensuring compliance with federal and state requirements.
- Monitors clinic operations through report management, chart audits, self-monitoring, and follow up actions to support effective and compliant service delivery.
- Coordinates WIC program activities and staff to ensure timely and appropriate services; supports staff by ensuring training, resources, clear expectations, and coaching guidance, and assists and collaborates with the Director on WIC staff annual reviews and corrective action
- Oversees and coordinates the Breastfeeding Counselor Program and serves in functional roles as needed (e.g., Nutritionist, Breastfeeding Counselor, Retail Coordinator, NVRA, Fiscal Liaison).
- Assists with development and monitoring of the local agency plan and budget; supports fiscal accountability and timely submission of monthly billing.
- Ensures accurate and timely entry of health and medical data in MOWINS.
- Collaborates with leadership to identify program needs, improvements, and future initiatives.

❖ Community Outreach Activities

- Conducts ongoing outreach activities to increase program enrollment and participation.
- Collaborates with community partners to promote Women, Infant, and Children nutrition and breastfeeding.
- Provides nutrition and breastfeeding education to community organizations and clients.

❖ Direct Client Services

- Provides direct WIC services, including client appointments, nutrition education, and breastfeeding support.
- Fills in for staff as needed to ensure continuity of services and clinic coverage.

- Maintains required certifications and competencies to deliver WIC services.

TCHD GENERAL PUBLIC HEALTH RESPONSIBILITIES

- Must engage in the TCHD Strategic plan including development, planning and implementation
- Must incorporate TCHD core values of caring, protecting and serving into everyday responsibilities
- Must participate in Continuous Quality Improvement at TCHD by promoting, planning, and/or implementing.
- Must participate in planning and execution of your division Performance management goals.
- Must establish individual performance and professional goals and must accomplish these goals on a yearly basis
- Must take a core competency assessment every 3 years and must establish and create and complete a training plan for improvement.

EDUCATION & RELATED EXPERIENCE

- Graduation from an accredited four-year college or university with specialization in health care administration, nutrition or dietetics, public health, personnel or business administration, biological or social sciences or education.
- Preferred 3 years of WIC experience
- Valid Missouri Driver License and daily access to a reliable and insured vehicle.
- Must be able to drive to multiple locations, community meetings, and trainings

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current developments in public health and application to the Local Agency
- Ability to work well with people of diverse socioeconomic and cultural backgrounds.
- Knowledge of the general organization and function of public health agencies.
- Ability to gather, interpret, evaluate and use statistical data
- Demonstrate rapport building skills by establishing and maintaining effective working relationships with WIC participants, WIC team members and other health and social services personnel.
- Ability to develop plans, implement action plan(s) and evaluate effectiveness
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent team player
- Strong analytical and problem-solving skills including conflict resolution
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

PHYSICAL REQUIREMENTS [please edit any below]

PHYSICAL TASK	PHYSICAL REQUIREMENTS	FREQUENCY
Sitting	Must be able to remain in a stationary position for long periods of time.	Frequently
Standing	Must be able to remain in a vertical or upright position for long periods of time.	Frequently
Walking	Must be able to move about the work area, from one area to another to perform duties and assist clients.	Frequently
Lifting	Must be able to raise up to 20 pounds of supplies from a lower to a higher position or horizontally from position to position.	Occasionally
Carrying	Must be able to move 20 pounds of documents, supplies, and other equipment from one area to another.	Occasionally
Reaching	Must be able to extend upper extremities in an upward or downward direction to pick up files, work supplies, or other items.	Occasionally
Seeing	Must have visual acuity to make observations and work on a computer.	Constantly
Talking	Must be able to communicate verbally with co-workers, clients, and the general public to exchange information, respond to questions, and solve problems.	Constantly
Hearing	Must be able to receive information through oral communication.	Constantly

WORKING CONDITIONS

Most duties are performed in an office environment. The office work environment is usually a well-lighted environmentally controlled indoor environment with a moderate level of noise. Work hours may vary depending on the operational activities and required duties. The Director may at times have to address urgent issues outside of regular working hours.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an “at-will” basis and may be terminated at any time. Consistent with all federal and state disability laws, the Taney County Health Department will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship to the organization.

I have read and understood this positions description.

Employee Signature

Date

Managers' Signature

Date