



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **WIC Program Coordinator**  
Jurisdictional Class: Competitive  
Civil Division: County  
Adoption: CSM 9/24/84  
Revised: CSM 3/13/91, 4/14/99, 7/11/07, 11/12/08, 9/12/12, 3/11/15,  
2/13/19; 1/17/23

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**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Public Health Department, and the incumbent is responsible for coordinating development, implementation and direction of the Women, Infants and Children (WIC) Supplemental Food Program. An employee in this class administers the program and provides liaison between the county's Public Health Department and community based groups and organizations in order to assist participants in making the most effective use of nutritional services provided in accordance with state and federal regulations. The work is performed under general supervision of the Director of Community Health Services or the Public Health Director with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over professional and clerical staff engaged in program activities. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Supervises staff members in providing participant centered nutritional counseling and care services;  
Builds and maintains caseloads and schedules;  
Evaluates performance and conducts staff meetings;  
Manages and monitors financial aspects of the WIC program budget with support from local Fiscal Agents;  
Prepares and completes the annual Local Agency Compliance and Self-Assessment (LACASA) and other mandated WIC required reports;  
Plans and conducts in-service training programs in nutritional care for the staff of the WIC program, Public Health Department, as well as other county agencies and interested community groups;  
Prepares local agency policies and procedures for the effective administration of the WIC Program in Cayuga County;  
Advises participant's families and staff on available community resources;  
Participates in state and regional meetings and local programs as required by the Program;  
Completes records in accordance with federal, state, and county requirements;  
Completes requests for application as required or requested by NYSDOH WIC;  
Represents the program interests at local government and community meetings;  
Participates in public health preparedness drills/activities as trained and assigned;  
Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse, cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities;  
Oversees all WIC services and ensure compliance with all federal regulations and state policies;  
Provides supervision and ensure all staff are trained and competent in their role;  
Ensure that each staff member has a training plan tailored to their needs;  
Define staff responsibilities, work schedules and clinic hours;  
Work in collaboration with sponsoring agency and DOH to develop and manage WIC budget and caseload;  
Establish clear procedures on appointment scheduling and reminders, walk-ins, late arrivals and monitor clinic flow regularly;  
Participate in the development and implementation of the annual Local Agency Compliance and Self-Assessment (LACASA);

**TYPICAL WORK ACTIVITIES: (Illustrative Only) (continued)**

Acts as a mentor to all staff and provide necessary guidance to deliver quality services to WIC participants;  
Provide direct leadership to maintain program integrity;  
Maintain a local agency policy and procedure manual, and ensure staff are familiar with requirements outlined in the manual;  
Ensure collaboration with the intra-agency staff, health care providers and community-based organizations;  
Performs other related duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles and practices of nutrition and dietetics;  
Good knowledge of the WIC program's policies and procedures;  
Good knowledge of the principals and practices of supervision;  
Good knowledge of the federal, state, local and community programs which provide nutritional and/or community services;  
Ability to plan, supervise and evaluate the work of others;  
Strong organizational abilities;  
Ability to communicate effectively and professionally both orally and in writing and make public presentations;  
Ability to work well with others, accept and deliver information;  
Ability to work flexible hours.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a New York State registered or regionally accredited college or university with a Master's Degree in Public Health, Public Administration, Nutrition, or a related field AND one (1) year of supervisory experience; **OR**
- (B) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in a Public Health, Public Administration, Nutrition, or a related field AND two (2) years of supervisory experience;
- (C) An equivalent combination of training and experience as described by the limits of A, B, and C above.

**SPECIAL REQUIREMENT(S):**

- Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.
- Applicants must possess a valid New York State Driver's License to accommodate local travel for clinics.
- The appointment is subject to approval by the NYS Department of Health-Bureau of Nutrition.