

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: WIC CLINIC MANAGER  
CLASS CODE: 2017

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 2/2/2012 (REVISED 4/25/2006 VERSION)  
DEPARTMENT: HEALTH

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### **JOB SUMMARY**

Under direct supervision of the Division Director, manages, plans, and coordinates assigned WIC clinic programs and services. The Clinic Manager is an expert resource in the clinic he/she supervises.

### **ESSENTIAL FUNCTIONS**

Supervises, plans, coordinates, and directs assigned WIC clinic operations and the work of others while serving under the direction of the Division Director.

Participates in staffing decisions including recruitment, hiring / promotion, training, performance appraisal, work load scheduling, and the retention of assigned personnel.

Monitors and assesses the quality and appropriateness of nutritional services by conducting audits and reviewing statistical reports, implementing corrective action and tracking results.

Assists in preparation of the annual, state-required nutrition education and evaluating plan.

Ensures clinic services comply with federal and state policy and procedures; annually monitors clinic operations and implements corrective action.

Prevents program fraud by ensuring security of check stock and UWIN computer system; investigates and resolves alleged program abuse by clients.

Designs, implements and monitors the specialized follow up clinic for medically high risk clients and provides assessment, medical nutrition therapy, counseling and follow up of these clients.

Provides for professional and technical support for professional and supervisory staff and professional students and interns.

Participates as a member of the agency management team to develop, implement, and evaluate agency policies, procedures, and operations, and chairs clinic staff meetings.

Develops and monitors the clinic appointment system to ensure cost effectiveness, timely service, and compliance to federal processing standards.

Provides direct client services by evaluating client data, assessing nutritional status, developing nutrition care plans, and implementing nutritional therapy and counseling.

Performs as the clinic breast-feeding specialist and participates in clinic efforts to promote and support breast feeding including specialized counseling, breast feeding equipment supplies program and breast pump loan program.

Responds to public health emergencies as required by the department or division administration.

Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

### **ADDITIONAL RESPONSIBILITIES**

Attends all required meetings including the state-sponsored breast-feeding meeting.

Authors WIC Nutrition Education classes as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of supervisory techniques; Skill in the principles and practices relating to nutrition assessment, care planning, case management and care coordination, medical nutrition therapy, and nutrition counseling;

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Knowledge of the principles of education including human behavior modification and skills in education/training techniques; Knowledge of the principles of breast feeding management and specific uses of infant feeding modalities; Skill in analytical problem solving; Skill in the principle and practices of counseling including interviewing, problem diagnosis, assessment and evaluation; Ability to maintain cooperative relationships with those contacted in the course of work activities; Knowledge of the regulations, policies, and procedures governing WIC and UWIN computer system; Ability to communicate effectively verbally and in writing; Ability to coordinate multiple tasks efficiently; and Knowledge of computer applications including word processing, spreadsheets, graphics and educational software.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled building; and Work exposes incumbent to contagious or infectious diseases.

### **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS**

Requires a Bachelors degree in Dietetics with successful completion of an internship or approved alternate; OR Masters degree in Human Nutrition, Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition. Also requires two (2) years experience as a dietitian including one (1) year of which must be in the WIC program. Job related education and/or experience may be combined to equal total education/experience requirements, providing skill requirements are met.

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants are subject to, and must pass, a full background check.

### **LICENSING AND CERTIFICATION:**

Incumbent must obtain valid certification as a Lactation Educator or Consultant or counselor within one (1) year of employment; must be registered with the ADA Commission on Dietetic Registration (RD) by passing a national exam; and Incumbent must be certified (CD) with the State Licensure Board.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.