



Outreach Coordinator – WIC

Job Description

Department: Health
Position: Career Service
Grade: 718
Supervisory: No
Reports to: Division Director – WIC

Summary

Under general guidance and direction of the Division Director - WIC, coordinates, plans, assists, and manages community initiatives and Women, Infants, and Children (WIC) outreach programs. Develops and maintains outreach partnerships with community partners, health providers, higher education, local businesses, and organizations to increase awareness of WIC. Incumbent functions as the primary contact for vendors and recruits and trains local vendors on the WIC program, maintains vendor paperwork, offers technical assistance, and monitors vendors annually to ensure they are meeting WIC Program guidelines.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Plan events at community partners, health providers, higher education, and other locations to present WIC program information.
2. Collaborate with target populations to promote the WIC program.
3. Develop outreach materials, displays, and presentations about WIC for outreach events and presentations.
4. Function as liaison between WIC and the community, facilitating access to WIC services.
5. Participate in health fairs, community events, and meetings to increase awareness of WIC program and services.
6. Visit doctor's offices, clinics, local hospitals to share information about WIC program and services.
7. Ensure continued progress and growth of outreach events; maintain documentation to track outreach progress against population growth.
8. Conduct WIC vendor management trainings and inventory audits; conduct quarterly visits with vendors.
9. Monitor vendors assigned by the State WIC office.
10. Educate and monitor new and high-risk vendors, as directed by the State WIC Office; conduct trainings, as needed.
11. Perform duties of a WIC Health Technician I, as assigned.

For Office Use Only

Job Code: 5635
Job Title: Outreach and Vendor Coordinator
FLSA: Non-Exempt
Effective Date: 8/5/2022
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of methods used to plan and coordinate multiple events
- Skilled in developing culturally sensitive outreach material
- Skilled in developing educational material and presentations
- Ability work with computer software related to job-specific duties
- Ability to communicate effectively verbally and in writing
- Ability to work with individuals from diverse social, economic, and ethnic backgrounds in a professional manner
- Ability to work independently
- Ability to comfortably speak before groups of people
- Ability to provide culturally and linguistically outreach materials
- Ability to multi-task, organize, and prioritize work tasks

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but incumbent frequently presents and meets at locations outside of WIC offices. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. This position requires frequent contact with the public, which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations, including confrontational, emotionally charged, or uncomfortable circumstances. Work exposes incumbent to crying children. The noise level in the work environment is usually moderate to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee regularly sits at a desk and is regularly required to walk, stand, or stoop. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of colors and patterns. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to twenty-five (25) pounds. The employee frequently drives a motor vehicle.

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Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Frequent evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience, including two (2) years specific to WIC programs and one (1) year related to event coordination, public relations, or volunteer or outreach programs.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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