

**Community Action Partnership of Cambria County
WIC Director (Salary Exempt)**

Reports to: Executive Director
Classification Group: G
Date: March 25, 2025

Department: Women, Infants, & Children
Approved by:

ESSENTIAL RESPONSIBILITIES:

1. Uphold the grant agreement, policy and other guidance set forth by the State WIC agency and CAPCC.
2. Responsible for planning, directing, coordinating, implementing and evaluating the services provided by the WIC program.
3. Work with program coordinators to plan nutrition, breastfeeding, and outreach activities and collaborate with other programs to improve client services.
4. Manage staffing and financial resources and communicate local agency needs.
5. Ensure that staff maintain competency in providing prompt and quality WIC services, including conducting performance evaluations and providing or coordinating training and in-service activities.
6. Monitor and evaluate clinic environments and services to ensure compliance with applicable regulations, policies, and guidance; and participate in State WIC agency program monitoring including submitting a corrective action plan.
7. Conduct community needs assessments to determine ideal clinic locations within the local agency service area and plan for co-location with other public service programs which service the same or similar populations as the WIC program.
8. Utilize available data and reports to evaluate the success of the program within the local agency service area.
9. Report to the State WIC agency, CAPCC, and USDA, orally or in writing, on the progress and success of program administration as required.
10. Maintains current knowledge of the WIC certification process as well as the supplemental food package and food issuance procedures to ensure compliance with the federal and state policies and procedures.
11. Attend monthly fiscal meetings and reviews monthly WIC invoices.

12. Completes purchase requests to the State Agency and requisitions to CAPCC for supplies and materials necessary for program operation.
13. Plans monthly staff meetings.
14. Interviews applicants for the various WIC positions in accordance with CAPCC procedures.
15. Oversees all aspects of the Breastfeeding Peer Counselor Program.

ADDITIONAL RESPONSIBILITIES:

1. Travel and attend meetings and conferences.
2. Participate in meetings and continuing education programs as appropriate to assigned job duties.
3. Perform overnight travel as required.
4. Safely drives WIC vehicle.
5. Responsible for safeguarding food instruments and participant files always.
6. Mandated child abuse/neglect reporter
7. Follows the program procedures relating to confidentiality.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to articulate program goals and policies to participants, healthcare providers, community agencies and vendors.
2. Ability to manage financial and staffing resources and work within complex governmental organizations.
3. Program and people management skills.
4. Superior decision-making and problem-solving skills.
5. Exceptional communication, leadership and team building skills.
6. Excellent organizational skills.
7. Ability to understand and navigate management information systems.
8. Exceptional customer service skills and sensitivity to client needs.
9. Literacy and language skills are appropriate to address the needs of the population served.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. Bachelor's Degree in a related field. (Required)
Registered Dietitian Nutritionist (RDN) or RDN-Eligible through the Commission on Dietetics Registration (CDR) (Preferred).
2. Two years of experience managing, coordinating or supervising the WIC program (Preferred); or may have other relevant WIC and/or management experience.
3. Current PA driver's license and reliable transportation. (Required)
4. Free of Child Abuse/Neglect history as verified by proper authorities. (Required)
5. Must obtain FBI Fingerprinting, NSOR, and PA State Police Background Check Clearances prior to starting employment. (Required)

EMPLOYEE'S SIGNATURE: _____

DATE: _____