

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	WIC Clinic Supervisor
Team	Women, Infants & Children (WIC)
Supervisor	WIC Director
Director	WIC Director
Programs	WIC
Funding Sources	WIC
Civil Service and FLSA Status	Classified, Non-exempt
Appointment Status	Full-time
Grade/Classification	25
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for vacation, sick, personal & holiday
Pay Range	\$25.47 with 3.5% pay increase upon completion of 180-day probation
Regular Hours	40
Date Posted	1/3/2025
Candidate Review	Rolling basis beginning 1/6/2025

JOB SUMMARY

Assists in administering the WIC program in the following areas: fiscal management, WIC Certification System, participant certification, nutrition and breastfeeding education and support, food issuance, caseload management, outreach activities, clinic and staff scheduling. The WIC Clinic Supervisor is responsible for direct supervision of the WIC Support Staff and collaborating with the WIC Nutrition and Breastfeeding Supervisor to provide all necessary WIC program services. Ensures efficiency of flow in day-to-day operations within the WIC certification process, prepares monthly reports and assists the WIC Director with policies, procedures and program execution.

EDUCATION & QUALIFICATIONS

Ohio Licensed Dietitians (LD) and Registered Dietitians (RD/RDN) with one (1) year of experience in an Ohio WIC Project or within the public health system. Experience in maternal and child nutrition, including breastfeeding education/certification. One (1) year of supervisory experience.

ESSENTIAL FUNCTIONS

Assists in administering the WIC program in the following areas: fiscal management, WIC Certification System, participant certification, nutrition and breastfeeding education and support, food issuance, caseload management, outreach activities, clinic and staff scheduling. Direct supervision of WIC Support Staff to ensure efficiency and flow of day-to-day operations. Works closely with the WIC Nutrition and Breastfeeding Supervisor and WIC Director to provide all necessary WIC program services. Determines program and client needs and assists in formulating services/activities to meet those needs. Assigns tasks and schedules activities for staff as it relates to clinic services. Monitors program activities, delivery of participant services and evaluates program effectiveness. Develops and implements standards, quality assurance and division policies/procedures. Evaluates work performance, recommends promotions or disciplinary actions. Interviews applicants for vacancies. Develops continuing education programs/procedures for staff. Assists staff and participants in

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resolving problems. Performs non-direct participant related services. Assists WIC Director in collecting data reports in preparation for quarterly reports and monthly board reports. Assists in the development and management of the clinic services budget. Collects and reviews statistical and financial program information. Identifies potential funding sources, recommends application for specific funds. Provides technical assistance and consultation to other local agency staff and other health professionals. Assists with records retention. Participates in WIC Program outreach. Refer vendor complaints to ODH WIC vendor operations staff. Maintains inventory of supplies related to clinic and office needs. Monitors and assists in completion of heights, weights, and hemoglobin and other laboratory work.

Ability to function as a Support Staff Support staff to assist in clinic operations and help applicants and participants through eligibility and WIC Nutrition Card (WNC) processes. Screens participant applications for income, residency, category, physical presence and identity. Issues benefits. Supports families and their infant feeding decisions. Obtains heights, weights, laboratory work, and makes referrals to community services. Ensures continuity of care by referring families to the appropriate resources, including peers and breastfeeding staff.

Ability to function as a Certifying Health Professional. Determines WIC eligibility of participant based on nutritional and dietary risks. Assesses and documents a participant's nutrition risk. Provides nutrition and breastfeeding education responsive to the identified needs/interests of each participant. Identifies the need for individual care plans. Implements individual care plans for low-risk and high-risk participants. Refer participants to other health and social services and provides appropriate follow-up to referrals. Prescribes food packages. Teaches hand expression and use of breast pumps. Documents nutrition services provided, including referrals and follow-up to referrals. Ensures that screening and referrals for Alcohol Screening and Brief Intervention (ASBI), Urgent Maternal Warning Signs (UMWS), lead testing and immunizations are performed. Ensures continuity of care by collaborating with peers and other clinic staff.

The WIC Clinic Supervisor is responsible for oversight of the WIC Division when the WIC Director is unavailable.

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge in maternal and child nutrition, of State WIC and local WIC project policies and procedures, medical terminology, VENA counseling and community resources and services.

Skilled in Medical infant scale and adult scale, recumbent and standing measuring board, Masimo Pronto, HemoCue, micocuvette, and lancet, and WIC Certification System.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives;

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knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne
Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

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Applications will be accepted on a continuous basis until the position is filled.