



# WIC Clinic Manager

## Job Description

Department: Health  
Position: Career Service  
Grade: 725  
Supervisory: Yes  
Reports to: Division Director - WIC

### 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. The Clinic Manager is an entry level position with will require mentoring by Division Director and coordination with other Clinic Directors.

### Essential Functions

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

1. Supervise, plan, coordinate, and direct assigned WIC clinic operations and the work of others.
2. Participate in staffing decisions including recruitment, hiring / promotion, training, performance appraisal, workload scheduling, and the retention of assigned personnel.
3. Monitor and assess the quality and appropriateness of nutritional services; conduct audits and review statistical reports; implement corrective action and track results.
4. Assist in preparation of the annual, state-required nutrition education and evaluating plan.
5. Ensure clinic services comply with federal and state policy and procedures; annually monitor clinic operations and implement corrective action.
6. Prevent program fraud by ensuring security of check stock, Ewic cards, and the security of the VISION computer system; investigate and resolve alleged program abuse by clients.
7. Design, implement and monitor the specialized follow up clinic for medically high-risk clients; provide assessment, medical nutrition therapy, counseling and follow up.
8. Provide professional and technical support for entire clinic staff including students and interns.
9. Participate as a member of the agency management team; develop, implement, and evaluate agency policies, procedures, and operations; chair clinic staff meetings.
10. Develop and monitor the clinic appointment system to ensure cost effectiveness, timely service, and compliance to federal processing standards.
11. Provide direct client services; evaluate client data, assessing nutritional status; develop nutrition care plans; implement nutritional therapy and counseling.

### For Office Use Only

Job Code: 2017  
Job Title: WIC Clinic Manager  
FLSA: Exempt  
Effective Date: 9/18/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: II  
Safety Sensitive: Yes  
DOT: No  
ML: Supervisor

12. Perform as the clinic breast-feeding specialist and participate in clinic efforts to promote and support breast feeding including specialized counseling, breast feeding equipment supplies program and breast pump loan program.
13. Respond to public health emergencies as required by the department or division administration.
14. Carry cellular phone during all work hours and at all other times when unavailable by phone at home.
15. Attend all required meetings including the state-sponsored breast-feeding meeting.
16. Author WIC Nutrition Education classes as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of supervisory techniques
- 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
- Knowledge of the regulations, policies, and procedures governing WIC and VISION computer system
- Knowledge of computer applications including word processing, spreadsheets, graphics and educational software
- Skilled in the principles and practices relating to nutrition assessment, care planning, case management and care coordination, medical nutrition therapy, and nutrition counseling
- Skilled in analytical problem solving
- Skilled 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
- Ability to communicate effectively verbally and in writing
- Ability to coordinate multiple tasks efficiently

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This position exposes incumbent to contagious or infectious diseases and to individuals who may be angry, agitated, or otherwise upset.

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**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. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies or objects up to fifty (50) pounds. The employee occasionally drives a motor vehicle.

**Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period 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. Occasional 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. One of the following degrees:
  - a. Bachelor's degree in Dietetics with successful completion of an internship or approved alternate.
  - b. Master's degree in Human Nutrition, Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, or Public Health Nutrition
2. Two (2) years of experience as a dietitian including one (1) year in the WIC program.
3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Incumbent must obtain valid certification as a Lactation Educator or Consultant or counselor within one (1) year of employment.
2. Incumbent must be registered with the ADA Commission on Dietetic Registration (RD) by passing a national exam.
3. Incumbent must be a Certified Dietitian (CD) with the State Licensure Board.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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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.

**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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