

WIC PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating and directing the activities of the Women, Infants and Children Program for the Ulster County Department of Health. Direct supervision is received from the Director of Patient Services although leeway is allowed in carrying out the details of the work. Supervision is exercised over all subordinate personnel assigned to the WIC Program. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Responsible for managing all clinical program aspects of the WIC Program;

Responsible for complying with Federal and State reporting requirements related to the program;

Responsible for budget management of the program;

Develops and implements procedures for nutrition education, certification and recertification, data collection and documentation in accordance with Federal and State regulations;

Develops and implements program outreach activities;

Oversees recruitment, orientation, supervision and evaluation of program staff;

Compiles information and statistics necessary for continued program funding;

Conducts and arranges for in service education.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the organization of community and health services; working knowledge of nutrition as it relates to maternal and child health; skill in outreach activities and case finding; ability to plan, organize and supervise the work of others; ability to communicate effectively with clients and colleagues; ability to understand and interpret complex oral and written material; ability to prepare statistical reports; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Public Health, Public Administration, or Nutrition and one year of full-time paid supervisory experience; **OR**
- B. Possession of a Bachelor's Degree in Public Health, Public Administration, or Nutrition and two (2) years supervisory experience.

ULSTER COUNTY
7880 WIC PRG CD
Classification: Competitive
Grade: 16
Union: CSEA

Adopted: October 5, 1989
Revised: November 20, 1989
Revised: January 9, 1990
Revised: October 8, 2021
Revised: September 30, 2025
Revised: October 9, 2025