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Human Resources Director
Vermilion County Board

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Notice of Job Vacancy

DATE: August 23, 2024

POSITION: *WIC Program Coordinator*

DEPARTMENT: Health Department

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: See attached job description

- DESIRED REQUIREMENTS:** A current Illinois license as a Registered Nurse by examination. Preference may be considered for persons qualified as a Public Health Nurse or with a BSN; or
- Registered Dietitian with proof of current registration with the Commission on Dietetic Registration; or a non-registered nutritionist / dietitian who has a Baccalaureate or master's degree in nutrition sciences, dietetics, community nutrition or public health nutrition; or a registration-eligible dietitian who has received written approval from the Commission on Dietetic Registration to take the registration examination but has not completed it; or
 - A Baccalaureate or master's degree, and experience in a supervisory role in healthcare.
 - Preference may be considered for candidates with at least two years' experience as a Competent Professional Authority (or as a Certifying Health Professional) in a WIC program.

STARTING SALARY: \$61,000 - \$67,000

APPLICATION PERIODS: August 23 - 29, 2024 (Internal)
August 30, 2024 – until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Applications available at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org
AA/EOE

Vermilion County Health Department
Job Description: 8/14/2024
Program Coordinator - WIC
Supervisor: Community Health Services Program Director

Distinguishing Features of Work:

With general direction from and regular consultation with the Director of Community Services, directs and performs comprehensive planning, organizing, evaluation activities for the Women, Infants and Children (WIC) Program, including supervision of WIC Program staff at all clinic sites. This position is a professional job that requires the employee to exercise appropriate discretion and judgement in the performance of his/her assigned duties and responsibilities.

Basic Duties and Responsibilities:

This position spends more than 50% of the time engaged in supervisory responsibilities. This includes communicating with, motivating, training, and evaluating employees in addition to planning and directing employees' work. The incumbent has the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline subordinate employees or effectively recommend such action. The incumbent will also be required to develop performance expectations, meet with staff regularly to discuss performance, complete performance reviews, maintain vacation and work schedules, ensure proper coverage and complete timesheets.

Responsible for the supervision of staff including appraisals, planning, directing their work, approving leave, having the authority for hiring, and taking disciplinary action or effectively recommending such actions. The employee is expected to promote innovation by searching for creative solutions and managing resources wisely. They are expected to collaborate through teamwork to achieve common goals and solve problems.

The employee is expected to be accountable and perform with integrity and respect. They are expected to be responsive by serving our customers and engaging our partners. Finally, the employee is expected to perform with excellence by promoting quality outcomes through learning and continuous performance. This position is under the direct supervision of the Director of Community Health Services and will be located on 200 S. College St. Suite A, Danville IL61832.

All assigned duties and responsibilities apply to multiple site program staff and requirements.

These functions require the Incumbent to be:

1. Highly independent and function as the delegated authority as requested.
2. Possess the ability to use independent judgment and considerable latitude for decision making.

3. Formulation and implementation of policies and procedures which have significant impact in personnel administration.
4. Represents VCHD at State, County, and private sector functions as assigned. Attending essential training sessions and conference calls.
5. Demonstrates understanding of media relationships, and possesses an ability to communicate basic, factual Health Department information.
6. Monitors and assumes responsibility for fiscal management of available program funds including supervision of all expenditures.
- 7.

Incumbent may be required to work before, during and/or beyond normal work hours or days in the event of any emergency. Emergency duty required of the incumbent includes working in special needs or Red Cross shelters, or performing other emergency duties including, but not limited to, responses to or threats involving any disaster or threat of disaster, man-made or natural. All employees are expected to complete mandatory training and health screenings within the required timeframe, as deemed necessary by the Department.

Knowledge, Skills, and Abilities

1. Requires the knowledge of the principles and practices of management and supervision.
2. Requires experience and functional knowledge regarding grant applications, grant compliance control procedures and grant reporting.
3. Ability to navigate the internet, using Microsoft software.
4. Ability to independently manage multiple work assignments according to applicable State of Illinois and rules, regulations, and procedures with minimal supervision.
5. Ability to communicate effectively both verbally and in writing in a timely manner. Listens and understands the views of others.
6. Ability to problem solve and utilize creative thinking skills.
7. Skills to develop new insights into situations and apply innovative solutions to make organizational improvements.
8. Requires knowledge of the community health setting.
9. Requires excellent written and oral communication skills, including experience with public speaking and presentations.
10. Requires the ability to be flexible in meeting work demands.

Basic Program Requirements

- Provides direct program services when necessary.
- Evaluates WIC staff annually on job performance with appropriate evaluation tools provided by the administration staff.
- Gathers and reviews available population-based data to assess community needs in relation to program goals and objectives.

- Develops and utilizes case finding and community outreach methods to engage and enroll women, infants and children in the WIC program.
- Facilitates good working relationships with a variety of community agencies and the public.
- Participates in all program and fiscal audits and prepares responses as necessary.
- Serves as the health department's liaison to State WIC staff by participating in State and Regional WIC Conference calls and meetings, and by communicating to staff any WIC Program updates and necessary reinforcement of program requirements.
- Manages assigned caseload per Department Grant Agreement.
- Maintains oversight controls and records including EBT cards, breast pump inventory, and scheduling tasks in the WIC MIS.
- Ensures employee compliance and program integrity (see IL WIC PPM AD 14.)
- Resolve dual enrollment per the I-WIC Clinic User Manual.
- Supervises the Peer Counsellor Program and/or breast pump program or may designate a supervisor.
- Provides assurance that all subordinate staff adhere to agency policy, protocols and procedures.
- Manages the development, operation and maintenance of the automated data management system, or other electronic systems utilized by WIC.
- Serves as the direct liaison with the IDHS staff for the I-WIC system, or other electronic systems utilized by WIC.
- Monitors problems with I-WIC system and other electronic systems utilized by WIC and communicates with appropriate support staff to resolve the problems.
- Completes and submits required reports on a timely basis.
- Develops, implements, and maintains an equipment inventory system.
- Maintains contact with Director of Community Services.
- Performs other duties as assigned.

Required Minimum Education and Experience:

- A certification of graduation from a school of nursing approved by the Department of Professional Regulation, and a current Illinois license as a Registered Nurse by examination. Preference may be considered for persons qualified as a Public Health Nurse or with a BSN; or
- Registered Dietitian with proof of current registration with the Commission on Dietetic Registration; or a non-registered nutritionist / dietitian who has a Baccalaureate or master's degree in nutrition sciences, dietetics, community nutrition or public health nutrition; or a registration-eligible dietitian who has received written approval from the Commission on Dietetic Registration to take the registration examination but has not completed it; or
- A Baccalaureate or master's degree, and experience in a supervisory role in healthcare.

- Preference may be considered for candidates with at least two years' experience as a Competent Professional Authority (or as a Certifying Health Professional) in a WIC program.

Job Demands:

- Requires the employee to recognize and respect the confidentiality of all client or patient records, as well as the confidentiality and/or privacy of co-worker's records.
- Requires the delivery of all services in a tolerant, objective and consistent manner.
- Requires a valid driver's license.
- Requires a reliable motor vehicle for work-related travel.

Physical Demands:

These jobs are largely sedentary, however, some work activities, such as filing, record storage or equipment relocation may occasionally require significant body movement. The required body movement may occasionally include bending, kneeling, stooping and lifting 40 pounds.

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of this position.

Incumbent Signature:

Date:

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Discussed with Employee: Yes..... No.....

Supervisor Signature:

Date:

Approval of the Administrator and Health Officer:

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Date:

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