



Institute for Population Health

1400 Woodbridge
Detroit, MI 48207

POSITION DESCRIPTION

Job Classification Competent Professional Authority	Working Title of Position WIC CPA
Department/Program Community and Consumer Engagement	Salary Range \$30,000-\$40,000
Sub-Program Unit (if Applicable) WIC	Number of positions 1

Position Information

General Summary of Function/Purpose of Position

Provide WIC services and perform certification procedures in accordance with MDCH WIC Division policies and procedures.
 Perform WIC certifications and recertification
 Provide nutrition education to WIC participants
 Refer high risk participants to the Registered Dietitian. Make referrals to supportive health services and other agencies as indicated
 Engage in outreach activity
 Answer and screen telephone calls
 Maintain WIC files and required program logs and reports

<u>CLASS/TITLE OF POSITIONS SUPERVISED</u>	<u>NUMBER OF EMPLOYEES SUPERVISED</u>
None	

Other key requirements for this position.

- Proficient use of the computer and software programs
- Organized with the ability to manage large and complex case loads
- Communicates effectively both in writing and orally
- Ability to use data sources and interprets information to make recommendations for program growth
- Lead and participates in groups to address specific health issues
- Completion of emergency preparedness training (to include, but not limited to FEMA IS Courses 100, 200, 700, and 800) within 90 days of hire is required for this position
- Participation in emergency preparedness exercises is required for this position
- Response during a public health emergency event is required for this position, including duties not normally performed

Work environment for this position

Office
Community
Health Facility

Qualification Information

Required Education

Bachelor's degree in Food and Nutrition or Dietetics or home economics with emphasis on human nutrition. Registered Nurse, Registered Dietetic Technician.

Required Experience

One (1) year of WIC experience preferred.

Other required Knowledge/Skills/Abilities

Proficient use of the computer and data entry
Must have knowledge of growth and development and nutrition needs of infants and young children
Must have knowledge of cultural diversity
Ability to work efficiently and effectively under time constraints
Strong written and communication/telephone skills
Good interpersonal skills and ability to interact with other healthcare professionals
Prefer previous experience in public health, community nutrition or acute health care settings
Will be required to work some weekends

Required Certifications/Licensures