



Corsicana Navarro County Public Health District (CNC PHD)
Women, Infant, and Children (WIC) Project 67
PO BOX 518/ 219 W. 6th Ave.
Corsicana, TX 75110

WIC Director/ Certifying Authority (CA)

Job Description

General Summary

Manages day-to-day operations of the WIC Clinic to comply with both State Agency and CNC PHD.

Supervision Received and Exercised

Works under the supervision of the Director of the CNC PHD and Director of Nurses (DON) of the CNC PHD.

Responsibilities

Administrative Responsibilities:

- A. Orients personnel to policies/ procedures of the WIC Program and the CNC PHD.
- B. Updates Local Agency's WIC Policies and Procedures.
- C. Work with the Director of Nurses of the CNC PHD and bookkeeper to work on the Financial Invoices.
- D. Prepares monthly WIC Invoices to submit to the State Agency (SA) with the approval of DON.
- E. Monitor and maintain budget for the clinic.
- F. Reviews reports to keep updated on clinic productivity through Power BI system.
- G. Perform Self-Audits for the local agency per Quality Management Plan.
- H. Submits yearly IBCLC and Nutritionist Waiver to meet staffing standard requirements.
- I. Ensures all Apply Online participants are contacted within specified time limits.
- J. WIC Director will monitor Surveys Qualtrics Experience and contact them within specified amount of time.
- K. Review and sign staff timesheets.
- L. Make sure the schedule in TXIN is accurate. Notify state of any changes and closures of the clinic.
- M. Attend monthly WIC Director meetings with state agency.
- N. Maintain clinic equipment inventory.
- O. Attend CNC PHD board meetings.

Nutrition Education (NE) Coordinator:

- A. Follows SA Policy NE:02.0
- B. Prepares, submits, and implements yearly nutrition education plan for approval by the State Agency.
- C. Oversee NE activities to ensure that lessons and materials are presented to WIC clients.
- D. Prepares and teaches, both English and Spanish, classes.
 - a. Works with Registered Dietitian to prepare for classes.
- E. Works with Outreach Coordinator to reach agencies and organizations.
- F. Attend the yearly Texas WIC Program's Nutrition/ Breastfeeding (NE/BF) Conference.

Breastfeeding Coordinator:

- A. Follows SA Policy BF:02.0.
- B. Orders breast pump equipment and materials when needed.
- C. Maintain inventory of breast pumps and equipment.
- D. Clean breast pumps. Attend the yearly Texas WIC Program's Nutrition/ Breastfeeding (NE/BF) Conference.
- E. Keeping the Staff BF Referral Protocol and Client Breastfeeding Resource List up to date.
- F. Works with Outreach Coordinator to promote breastfeeding to reach agencies and organizations.
- G. Works with Breastfeeding Peer Counselor (BFPC) to promote breastfeeding to WIC clients.
- H. Monitors BFPC to complete monthly training.

Training Coordinator:

- A. Follows SA Policy TR:03.0
- B. Make sure all employees are up to date in training.
- C. Keeps accurate account of all the training required for staff and ensure all training is completed on time.

Disaster Plan Coordinator:

- A. Perform annual fire escape training.
- B. Initiate Disaster Plan as needed.
- C. Maintain and update the Disaster Plan Policy as needed.
- D. Maintain Disaster Plan Emergency Kit.
- E. Maintain annual fire extinguisher maintenance.

Certification of participants:

- A. The certifying authority is responsible for certifying nutritional risk conditions at the time of certification and prescribing supplemental foods.
- B. Determines eligibility, certification, and sub-certification for applicants using State WIC policies and procedures.

- C. Draws blood through capillary puncture and determines hemoglobin levels to qualified participants.
- D. Weights and measures participants and plots using TXIN software.
- E. Makes necessary referrals to other health care sources as needed.
- F. Assist clinic staff in applying policies as needed.
- G. Screens immunization records.
- H. EBT issuance for food benefits.
- I. Approves non-contract formulas as outlined in Food Delivery Policies.
- J. Provides nutrition and breastfeeding information to promote and maintain proper nutritional practices, health protection, and care.
- K. Communicate with the State Agency when needed.
- L. Perform general clerical duties associated with routine WIC clinic operations, such as scheduling appointments, answering phone calls, etc.

Qualifications

- A. Be familiar with and follow all policies and procedures as stated in the WIC Program.
- B. Excellent verbal and written communication skills
- C. Excellent customer service
- D. Ability to prioritize tasks and delegate them when appropriate.
- E. Proficient in computer skills.
- F. Ability to cross-train to do all computer activities as well as all clerical duties.
- G. Health Nutrition knowledge.
- H. Ability to change and learn new skills.
- I. The ability to work outside of regular hours and outside of the WIC clinic.
- J. Required trainings must be completed within specific timeframes, as listed in the Training Requirement Chart.
- K. Ability to manage a staff of four or more.

Experience and Education Guidelines

Knowledge

Requires graduation from an accredited school of nursing.

License/ Certification

- A. Must be licensed to practice as a nurse in the State of Texas.
- B. CPR certification is required.
- C. Valid Texas Driver's License.
- D. Nursing license and CPR certification must be maintained and current for continued employment.

Experience

One year of nursing practice or experience as a medical professional in a clinic or hospital setting is preferred but not required.

Bilingual (Spanish) Preferred.

Revised 4/2025