
Date Posted: October 6, 2022
TITLE: Women, Infants and Children (WIC) Manager
CLASSIFIED Full time; Exempt status
PAY RANGE: \$ 27.48 - \$ 38.47 based on education/ experience
(180 Day probationary period)
WORK HOURS: 8:30 A.M. to 4:30 P.M. or comparable schedule
IMMEDIATE SUPERVISOR: Deputy Health Commissioner

GENERAL SUMMARY DESCRIPTION: The WIC Manager is responsible for the planning, budgeting, administration and coordination of the daily operations of the WIC program in compliance with applicable laws, regulations and WIC grant requirements. The WIC Manager supervises staff during participant service activities provided through the WIC program. The WIC Manager will direct and assign supervised staff, in order to, achieve maximum quality and efficiency.

This individual must have the ability to work independently and communicate clearly and professionally. Attention to detail and the ability to multi-task is essential. Punctuality, along with consistent and reliable attendance is expected.

MINIMUM EXPERIENCE/QUALIFICATIONS:

- Must be a Registered Dietician (RD), Licensed Dietician (LD), or eligible for registration and Ohio licensure
- Preferred management experience
- Experience in maternal and child nutrition including breastfeeding education
- Experience with grant writing and budget management
- Knowledge of public health laws, regulations and standards as defined by federal, state and local governments
- Must successfully pass background check
- Must have computer skills in word processing, spreadsheets, power point, and others
- Must possess a valid Ohio driver's license and reliable transportation
- Must be able to provide proof of automobile insurance
- COVID-19 vaccination or eligibility for medical or religious exemption required.
- Must have willingness to learn new skills, be adaptable / flexible
- NOTE: An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position

SUBMIT RESUME, COVER LETTER AND APPLICATION TO:

Julie Kauffman
1840 E. Gypsy Lane Road
Bowling Green Ohio 43402
jkauffman@woodcountyohio.gov

DATE SUBMITTED BY:

Applications accepted until position filled.

Note: A signed and notarized employment application must be submitted to be considered for employment with the Wood County Health Department. Resumes submitted without an Employment Application will not be considered a complete application for employment. [Application for Employment \(.PDF file\)](#)

Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.