

Job Title: WIC Deputy Director of Program Operation and Nutrition Services

Closing Date/Time: Mon. 04/21/14 11:59 PM Eastern Time

Salary: Depends on Qualifications

Job Type: Full Time Salaried

Location: 2 Peachtree St, Atlanta, Georgia

Division/Section: Health Promotion/WIC

The Georgia Department of Public Health is seeking a highly qualified candidate for the position of WIC Deputy Director of Program Operation and Nutrition Services in the Office of Women, Infants and Children (WIC).

Job Description:

Reporting directly to Women, Infants and Children (WIC) program Director, responsible for providing overall leadership and management of the interpretation, development, documentation and dissemination of policies, procedures, standards, training and technical support for Women, Infants and Children (WIC) nutrition services, clinic operations and special programs (e.g., Breastfeeding Counseling and Farmer's Market) in accordance with Federal and State policies and regulations.

Job Duties and Responsibilities:

Program Leadership

Serves as a member of the WIC Program Leadership team and defines WIC clinic operation objectives and operational plans to ensure consistent, high quality service is provided to its participants in a manner that maximizes resources, minimizes costs and adheres to the Federal WIC program requirements and the Department of Public Health (DPH) strategy.

- Ensures compliance with all state and federal regulations, and program requirements.
- Advises WIC and DPH leadership on issues and changes to policy, participant needs, threats and potential opportunities related to nutrition, clinic operations, and special projects.

Provides the Program Operations and Nutrition Services unit the strategic

direction, management and professional development necessary to ensure the unit effectively meets its objectives.

Responsible for all supervisory activity of staff (e.g., hiring, on-boarding, setting performance and development objectives, evaluating performance, corrective action planning, recognizing, performance, reviewing leave requests).

Participates or assigns appropriate staff to represent WIC clinic operations and nutrition service with both internal DPH teams and external nutrition and health professionals from public agencies, private sector and the Regional USDA team to coordinate efforts and share best practices to enhance Georgia WIC's nutrition programming and clinic effectiveness and integrity.

Unit Oversight and Direction

Oversees the development, implementation, training and monitoring of WIC clinic and operations policies, procedures, systems, education, and programs designed to enhance the WIC participants overall experience, learning and health, while minimizing costs associated with administering the program.

Oversees the coordination of Local Agency Management Evaluations in conjunction with the other WIC Deputy Directors to ensure compliance with established policy and procedures in regards to all aspects of the WIC Program Food Delivery System and Administrative Management.

Collaborates with the Deputy Director of Program Integrity and Strategy to ensure local agencies receive technical assistance and support needed to comply with WIC policies and procedures.

Monitors reports from clinic/district visits and participant complaints to identify issues, best practices and to create action plans in areas where improvements are needed.

Oversees the management of Nutrition internship program and special programs and funding (E.g., Breast Feeding,) to ensure alignment with WIC program, DPH strategy and federal and state requirements.

- Provides information, recommendations and input to the federally required annual State Plan.

Maintains ongoing awareness of governmental and social conditions, federal regulations, and health related trends to make appropriate recommendations and corresponding changes (e.g., policy, procedures, and processes).

Completes other assignments as required.

Minimum Training and Experience:

- Bachelor degree in Business, Public Administration, Public Health or Nutrition related field
- 10 years of program management experience with demonstrated effectiveness in administration or 7 years of WIC program management experience
- 6 years team management experience, demonstrating ability to positively impact strategic and tactical program administration initiatives
- Familiarity with the administration of health related programs
- Must be proficient with Microsoft Office products (e.g., Word, Excel)

Preferred Qualifications:

Preference will be given to applicants who in addition to meeting the minimum qualifications possess the following:

- Master degree in Business, Public Administration, Public Health, Nutrition or related field
- Registered Dietitian
- Public Health or Nutrition Programming experience with a focus on women, infant and children – with WIC program experience preferred
- Exceptional written, oral, interpersonal, and presentation skills with the ability to effectively interface with senior leadership and state legislators
- Strong strategic decision making and highly proficient in analyzing, monitoring and reporting on a variety of information
- Excellent planning, project management and implementation skills
- Excellent judgment and creative problem solving skills, specifically related to new process design, change management and conflict resolution skills
- Superior management skills; ability to influence and engage direct and indirect reports and peers in designing and implementing new processes and programs to increase operational and fiscal efficiencies and integrity
- Ability to build strong partnerships and relationships across multiple functions, locations and governmental agencies (i.e., state, local and federal)
- Ability to set priorities, delegate and proactively follow up to ensure deadline and desired outcomes are achieved

- Strong mentoring and coaching experience with teams and individuals with diverse levels of expertise
- Able to work effectively in a high stress, changing environment

TO APPLY

In order to successfully apply for a position; the hiring agency requires interested applicants to complete the GA Department of Public Health's Online Employment Application. The Application can be found at www.dph.georgia.gov Click on "About DPH" and then "Careers"