

SHAWNEE COUNTY, KANSAS
Position Description
Health Services Team Leader (WIC)

POSITION NUMBER: **HA1026**

FLSA STATUS: **N**

POSITION DESCRIPTION

Under general supervision, this position coordinates the Women, Infant and Children Supplemental Nutrition Program (WIC) and supervises the Support Services Supervisor and a health care team providing services to women, children and their families in community settings and clinics. This position is responsible for ensuring that individual and team goals are achieved through staff training and competency development. Plans team assignments, work schedules, and trainings. Conducts and attends team meetings. Conducts performance reviews, participates in individual development plans, and documents both accomplishments and improvement opportunities. Participates in collaborative community planning to identify and address the health care and social needs for the community's vulnerable populations. Works in tandem with other Health Department team leaders to assure quality care and programming is in place. Performs other duties as assigned. This position is supervised by the Family Health (FH) Division Manager.

WORK PERFORMED

20% Supervision. Supervises program staff with respect to accountability for performance and behavior including approval of absences to conform to personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Leads team meetings to provide primary support and information to professional and clerical staff, as well as opportunities for team building. Participates in recruiting, hiring, terminating, orientating, and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects, tasks, and daily work are complete, accurate, and timely. Establishes work schedules and assigns work. Checks work procedures and products. Assesses staff and community educational needs relating to childbearing population/families. Completes data reporting to FH Division Manager and Director. Conducts Management Evaluation process and implements changes or corrections as needed.

30% Program Coordination. Ensures compliance with state and federal program requirements. Provides coordination and management of the WIC program, ensuring compliance with federal, state, local and agency policies and procedures. Conducts chart reviews, ensures complete and accurate documentation of clients records. Maintains clinic schedule. Utilizes reports available through State WIC information systems to interpret data. Uses data to identify need for quality improvement (QI) in any area and takes steps to initiate and manage follow-through with QI plans. Develops, implements and tracks goals for the annual Nutrition Service Plan. Provides ongoing assessment of workflow between all team members to maximize completeness and efficiency, revising workflow as necessary. Monitors supplies needed to implement program, and completes purchase

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requisitions as necessary. Regularly communicates with FH Division Manager to assure appropriateness of actions. Communicates and reports to State partners. Communicates and works with other county health departments. Conducts and provides consultation to assigned adjacent counties' WIC clients, as well as all required reporting outcomes.

15% **Program Analysis.** Gathers information and data. Prepares reports and interprets data to FH Division Manager to assure quality WIC services are delivered. Maintains accurate and complete program and medical records. Participates in the development and implementation of local policies, procedures, standards, guidelines and protocols for the WIC program.

20% **Community Collaboration.** Represents the Health Department in community collaborations impacting the childbearing population/families as assigned by the FH Division Manager. Assesses community gaps in service, need for improved coordination, and educational needs relating to child-bearing population/families, and provides content information as needed, within the collaborations.

10% **Direct Client Care.** Provides direct services to families and children including assessing client needs, documentation and needs-based interventions and/or referrals. Coordinates care with other Health Department programs.

5% **Departmental Support.** Performs other related management and supervisory duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Public health theory and practices.
- Basic human physical, nutritional and psychosocial needs.
- Federal, State and County laws and regulations which impact the functions and operations of the department.
- Human resources management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Microsoft Word and Internet applications.

Ability to:

- Communicate effectively to individuals and groups, both orally and in writing, using the English language.
- Apply public health philosophies in developing programs and subordinate staff.
- Exercise independent judgment and seek solutions to problems that arise on a regular basis.
- Work independently in challenging situations.
- Prepare and maintain records, charts and reports.
- Follow detailed written and oral directions.
- Plan and direct the work of others.
- Learn and remember a wide variety of legal requirements and departmental policies.
- Prepare accurate statistical reports.
- Classify, locate and interpret a variety of statistical and related information.
- Complete multiple tasks simultaneously.
- Plan and conduct meetings and trainings.

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- Demonstrate effective interpersonal, critical thinking, problem-solving, and decision-making skills.

Skill in:

- Providing leadership and direction to employees.
- The use of computer software and applications.
- Working with diverse populations.
- Working with stakeholders, partners, community members and other health departments.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS														
Reaching		X			Sitting		X			Driving			X	
Pushing/Pulling		X			Bending		X			High Elevation		X		
Climbing	X				Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting-30 lbs.	X				Around Moving Machinery	X			
ARMS														
Reaching		X			Carrying		X			Driving Automotive Equipment		X		
Lifting-30 lbs.	X				Jumping	X				Exposure to Dust, Gases and Fumes		X		
Pushing/Pulling	X				Twisting		X			Cramped Body Position	X			
Carrying		X			Squatting		X			Sustained Positions	X			
Throwing	X				Turning		X			Noise Levels (Excessive)	X			
LEGS/FEET														
EYES														
Near Vision			X		Walking		X			Slippery Surfaces		X		
Far Vision			X		Standing		X			Work Above Ground	X			
Color Vision			X		Sitting		X			Work Below Ground	X			
VOICE														
Talking			X		Carrying		X			Irregular Surfaces	X			
EARs														
Hearing			X		Climbing	X				Moving Objects		X		
					Jumping	X				In High Volume Traffic	X			
Exposure to Marked Changes in Temperature and Humidity														
														X

EQUIPMENT USED

Telephone	Adult/Infant Scales	Office Furniture
Printer	Personal Computer	Hemocue/Lancet Device
Fax Machine	Motor Vehicle	BBP Personal Protective Equipment
Measuring Devices	Office Equipment	Health Education/Nutrition Teaching Materials

MINIMUM QUALIFICATIONS

- Registered Dietitian with the Academy of Nutrition and Dietetics Licensed as a Dietitian in the State of Kansas, OR Licensed as a Registered Nurse in the State of Kansas.
- Two (2) years' experience as a Dietitian, OR as a Registered Nurse
- Two (2) years' supervisory experience in a medical office, hospital, clinical health care setting or program oversight OR two (2) years' WIC clinic experience and the ability to demonstrate leadership qualities.
- Valid Kansas Driver's License and able to operate County-owned vehicle (HR-2013-2).

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Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.
- Required to lift up to thirty (30) pounds.
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100 & 200 within six (6) months of employment.
- Required to complete the Medical Countermeasures Awareness for Public Health course in KS TRAIN within six (6) months of employment.
- Complete WIC Coordinator training on Kansas Train website.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 04/05
Revision: 11/25