



Human Resources

Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
Email: EMPLOYMENT@olhsa.org
(248) 209-2615 FAX
Website: www.olhsa.org

Associate Director for Nutrition Services

Division: Early Childhood Services
Department: Early Childhood Services
Supervisor: Early Childhood Services Director

Job Mission:

To oversee the OLHSA WIC Program operation and assure optimum services to families and children enrolled in the WIC Program in Oakland County.

Performance Standards:

1. Oversee the management and administration of the WIC Program in the Early Childhood Services Division including coordination and outreach for the program.
2. Develops program procedures for the WIC program.
3. Monitor the WIC program to ensure compliance with the WIC State Division policy and procedures.
4. Responsible for submission of all programmatic reports to the Director and to the funding sources.
5. Work with the Early Childhood Services Director to prepare budgets and grants as requested by the funding source.
6. Carries out all other duties as assigned by the Director.

Qualifications:

1. BA and/or BS Degree required with an emphasis in Public Health, Public Administration, Nutrition or Behavioral Sciences. Requires at least one of the following: Registered Dietitian, Registered Dietetic Technician, Certified Physicians Assistant, or Registered Nurse.
2. Minimum two (2) years experience in management/administration, health education, nursing, nutrition and/or environmental health.
3. Minimum two (2) years experience in supervising professional and non-professional staff, including staff development.
4. Licenses required: Valid Michigan Driver's License and reliable transportation.

Hours & Wage

\$22.43 per hour

40 hours per week; 52 weeks per year

Location

Pontiac, Michigan