



## Human Resources

Oakland Livingston Human Service Agency

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### Associate Director for Nutrition – W.I.C.

**Division:** Early Childhood  
**Department:** WIC Services  
**Supervisor:** Early Childhood Director  
**FLSA Status:** Exempt- Executive/ Administrative

#### 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. Further, Associate Director for Nutrition – W.I.C. is responsible for using his/her independent judgment and discretion with regarding to marketing of the programs, monitoring of the problems, dispute resolution of programs, and team supervision.

#### 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. Supervise all WIC Staff.
7. 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 of two (2) years experience in management/administration, health education, nursing, nutrition and/or environmental health.
3. Minimum of two (2) years experience in supervising professional and non-professional staff, including staff development preferred.
4. Licenses required: Valid Michigan Driver's License and reliable transportation.

#### Hours & Wage

\$1066.40 per week

40 hours per week; 52 weeks per year

#### Location

Pontiac, Michigan

**OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** Associate Director for Nutrition- W.I.C.

**Division:** Early Childhood

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	4	This position involves some travel to sites.
Stand	2	
Walk	2	
Bend/Stoop		

Movements	Yes/No	Comments
Crawl	Yes	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
<b>Weight Carried</b>	<b>11-25 lbs</b>	

	Pounds	Comments
<b>Weight Lifted</b>	<b>11-25 lbs</b>	

**Date:** May 1, 2023