



# Linn County Department of Health Services

P.O. Box 100, Albany, OR 97321

*"Working together to promote the health and well-being of all Linn County residents"*

## JOB ANNOUNCEMENT

**CLASSIFICATION TITLE OF THE JOB: # 705**

**WIC Program Supervisor:** Full-time, 37.5 hours per week; benefited position.

### ESSENTIAL FUNCTIONS OF THE JOB:

Supervises and coordinates the Women, Infants and Children's (WIC) Nutrition Program; screens and instructs WIC Program clients for nutritional risk; documents nutrition intervention and education. Participates as a member of the department's emergency preparedness committee; provides management of WIC caseload. Provides general and clinical supervision of the WIC program employees and volunteers.

### GENERAL QUALIFICATIONS:

Knowledge of nutrition and health. Ability to problem solve and make appropriate decisions in high-pressure situations. Skill in using and understanding computerized data bases. Ability to prioritize duties, coordinate staff assignments and work within a team structure.

### NECESSARY SPECIAL QUALIFICATIONS:

Bachelor's degree in nutrition or closely related field. At least two years experience certifying WIC Program clients preferred. Possession of a Registered Dietician Certificate preferred. Previous experience in a coordinator or supervisory capacity. Valid Oregon motor vehicle license.

**COMPENSATION:** Salary range \$3414 - \$4291.

**CLOSING DATE:** Until filled

### HOW TO APPLY: Request the application requirements from:

Linn County Department of Health Services, Public Health Programs, PO Box 100, Albany, OR 97321; Phone (541) 967-3888 **and submit your Linn County application and resume to Pat Crozier, RN,BSN, Public Health Program Manager, PO Box 100, Albany, Oregon 97321 or FAX to 541-924-6911.**

**LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.** Employer application forms may be obtained from Linn County Public Health, as shown above, at the Linn County Board of Commissioners' Office, Room 201, Linn County Courthouse PO Box 100, Albany, OR 97321; phone (541) 967-3825, at the Oregon Employment Division Office in Albany, or at the Linn County Home Page at <http://www.co.linn.or.us>. A copy of the job's classification, which provides additional information about the job, can also be obtained at the Commissioners' Office.

Administration Office (541)967-3888 Fax:(541)924-6904 fmoore@co.linn.or.us	Alcohol & Drug Treatment (541)967-3819 Fax:(541)967-7259 thowell@co.linn.or.us	Commission on Children & Families (541)-967-3823 Fax@541)924-691 ccf@co.linn.or.us	Developmental Disabilities (541)967-3890 Fax:(541)924-6905 JSneddon@co.linn.or.us	Environmental Health (541)967-3821 Fax:(541)926-2060 linneh@co.linn.or.us	Mental Health (541)967-3866 Fax:(541)928-3020 linnmh@co.linn.or.us	Public Health (541)967-3888 Fax:(541)926-2102 pcrozier@co.linn.or.us
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