



EMPLOYMENT OPPORTUNITY

Title: WIC Director

Job Posting: 0021

Date Posted: 06/19/2019

Program: WIC

Locations: Bryan

Beginning Salary: Salary is commensurate with experience

Travel Required: Travel within the service area up to 50% and to Austin for training up to twice per year

Duties: The position of Director of WIC is responsible for the daily management and operations of the WIC Program to include:

- Supervise (including hiring, evaluations and terminations) and schedule staff
- Assist in development of planning and implementation of programming
- Assure program compliance in accordance with DSHS and USDA guidelines, including Quality Management
- Provide community networking and coalition building
- Act as training coordinator and provide monthly in-services and trainings
- Oversee WCS Program
- Review and verify all required reports before sending off the State Agency
- Fill in for WIC staff, as needed
- Maintain standards and coordinate activities
- Instruct, assign new work and allocate personnel
- Plan work of others and act on employee problems
- Integrate Chronic Care Model and Performance Improvement Model in delivery of care

Education Required/Minimum Qualifications:

BS/BA Nutrition or related field. At least two years previous work experience with WIC or a related program in a managerial position.

Certifications/Licenses

Required: Valid driver's license with good driving record

BVCAP offers a well-rounded benefit package to all full-time regular employees who work 30+ hours a week. Eligibility may vary for specific programs based on your employment status.

- **Paid Time Off (PTO)**
- **Company Paid Holidays**
- **Company Paid Short Term and Long Term Disability**
- **Company Paid Life Insurance and AD&D**
- **PPO Medical Plan:** *We offer employees options when it comes to choosing a PPO medical plan that is right for them.*
- **Dental Plan**



- **Vision Plan**
- **Supplemental Insurance Coverage: Cancer, Critical Illness, Hospital Confinement & Accident**
- **403B Retirement Plan** *Enrollment starts on your first day!*