

Jurisdictional Class: Competitive
Adopted: March 18, 1994
Revised: June 25, 2010

PROJECT COORDINATOR (WIC)

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for managing, coordinating, and planning a variety of programs related to WIC. The work is performed under general supervision of the WIC Coordinator with considerable leeway allowed in the performance of duties. Supervision may be exercised over subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates the activities or administers a specific service or program related to the agency;
Supervises the activities of both professional and support staff;
Maintains detailed program services records and makes reports of services as requested;
Participates in and facilitates workshops and training programs as appropriate;
Promotes public information and education efforts including preparation of news releases, establishing contacts with media, attending meetings, public speaking, etc.;
Studies, evaluates, and makes recommendations about programs, problems, suggestions incorporating current research;
Recruits and screens program participants;
Periodically evaluates program development and employee performance;
Provides consultant services regarding the program;
As agency lactation expert, provides counseling for women with lactation problems;
Develops and coordinates resources on lactation for health department staff;
Provides resource training for staff;
Develops and maintains liaison with local hospital and medical offices to coordinate breastfeeding services;
Attends regional, state, and local meetings related to breastfeeding, WIC, and nutrition issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of nutrition sciences and breastfeeding support and management;
Thorough knowledge of the needs of the maternal-child population;
Good knowledge of WIC organization and related health programs;
Good knowledge of interviewing practices and techniques;
Good knowledge of counseling practices;
Working knowledge of public relations techniques;
Ability to plan, organize, and direct the activities of others;
Ability to work with diverse population groups;
Ability to communicate clearly and effectively both orally and in writing.

Project Coordinator (WIC)

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in Nutrition, Dietetics, or Nursing and one (1) year of experience in lactation counseling, instruction, or support management; or
- (b) Licensed Registered Nurse in the State of New York and three (3) years experience as described in (a) above; or
- (c) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in Education, Counseling, human services, social sciences, or a related field in counseling or health services with six (6) years of experience as described in (a) above; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

NOTE: (IBLCE) International Board of Lactation Consultant Examiners certificate may be substituted for experience.

NOTE: Verifiable volunteer and/or part-time experience as described above will be pro-rated and accepted as substitute for paid full-time work experience on a year-for-year basis.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.