



San Joaquin County Public Health Services

Employment Opportunity

PROGRAM COORDINATOR—WIC



How can we serve you today?

San Joaquin County
Human Resources Division
44 N San Joaquin St
3rd Floor, Suite 330
Stockton, CA 95202
☎ 209-468-3370

www.sjgov.org/hr

Recruitment Announcement
0915-RS7105-01

SAN JOAQUIN COUNTY
Public Health Services
Healthy Future

MISSION

"Public Health Services, in partnership with the community, promotes a healthy future for San Joaquin County."

www.sjcphs.org

THE POSITION

The Public Health Services Department is seeking a dynamic individual with excellent leadership and management abilities to oversee the Women's, Infant's and Children's (WIC) program of San Joaquin County. This position will manage and coordinate the activities of the WIC program, and will directly supervise a staff of professional nutritionists, certified para-professionals, and clerical staff.

The ideal candidate will have strong communication skills, and knowledge and experience as a public health nutritionist and supervisor, State WIC program regulations, human nutrition and its relation to health and disease in pregnant women and infants, the different aspects of public health nutrition, and management and public relations strategies.

THE WIC PROGRAM

The WIC Program is a federally-funded supplemental nutrition program serving women, infants, and children. This program serves over 12,000 diverse clients throughout San Joaquin county.



THE DEPARTMENT

San Joaquin County Public Health Services is located in Stockton, CA and is a division of the Health Care Services Department. Public Health Services offers innovative, quality health services to the residents of San Joaquin County. The staff of over 200 professionals serve a diverse community with a population of over 700,000 with respect by acknowledging and supporting diversity, and have a strong tradition of community partnership and leadership in health promotion.

San Joaquin County is an Equal Opportunity Employer



PROGRAM COORDINATOR—WIC

0915-RS7105-01

TYPICAL DUTIES

- Plans, organizes and coordinates the overall activities of the Public Health WIC program; develops agency policies and procedures for program operations; develops and maintains county program budget.
- Supervises, trains, assigns, evaluates, and selects program staff.
- Coordinates all activities of a unit engaged in providing nutritional programs for education, assessment of needs, development of individual care programs, disbursement of food vouchers, and agency referral for pregnant and new mothers, infants and young children.
- Maintains liaison and coordination with state WIC agency; determines available state programs and funding; and develops local policies and procedures for utilization and compliance.
- Assesses WIC oriented community needs and develops appropriate programs and services; coordinates nutritional programs and client referrals with physicians, nursing, hospital and other providers; coordinates with local vendors; provides program orientation to staff in appropriate local agencies.
- Provides program data gathering, analysis and reporting, and maintenance of appropriate records; prepares correspondence and reports of activities; reviews and interprets applicable legislation and mandates; performs research and statistical analysis; assists in developing grant proposals and management of grant funds.
- Coordinates activities of unit with Public Health Services' staff and units; provides appropriate orientation and in-service training for the Department of Health Care Services.
- May perform various professional nutritionist duties or staff consultation for special high risk and sensitive cases.
- Arranges for procurement of supplies, equipment and food vouchers; maintains system of security and accountability for high volume of negotiable food vouchers.



MINIMUM QUALIFICATIONS

EDUCATION

A master's degree from an accredited college or university with a major in foods and nutrition, public health, public or business administration or a closely related field.

EXPERIENCE

Three years as a professional nutritionist in a public health agency, at least one year of which was in a supervisory capacity.

LICENSE and CERTIFICATE

Possession of a valid California driver's license and certification as a Registered Dietician in the State of California.

COMPENSATION and BENEFITS

Annual Base Salary

\$79,102—\$96,179

In addition to the base salary, San Joaquin County offers an excellent benefit package, which includes contributions to health, dental, and vision insurance. Other benefits offered by the County include:

- ♦ 1937 Retirement Act Plan with membership in with membership in the San Joaquin County Employees Retirement System (SJCERA) and reciprocity with CalPERS
- ♦ 457 Deferred Compensation Plan with a 1% employer contribution
- ♦ 125 Flex Benefits Plan
- ♦ 12 days of sick leave per year with unlimited accumulation
- ♦ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ♦ 10 paid holidays per year
- ♦ 10 days administrative leave per year

For more information, please visit the benefits page of the County's Human Resources website at:

www.sjgov.org/hr

Note: County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote, or promote into the Middle Management represented unit, shall receive the capped contribution amount of the Middle Management unit.



PROGRAM COORDINATOR—WIC

0915-RS7105-01

APPLICATION and SELECTION PROCESS

The competitive process includes submittal of a completed San Joaquin County Employment Application and supplemental questionnaire. Qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, a completed application and supplemental questionnaire must be post-marked or received on-line by the final filing deadline. Resumes are not accepted in lieu of an application package.

Final Filing Date: October 9, 2015

www.sjgov.org/hr

**San Joaquin County Human Resources
44 N San Joaquin St, 3rd Floor, Suite 330
Stockton, CA 95202
209-468-3370**

SUPPLEMENTAL QUESTIONNAIRE

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division.

1. A master's degree in foods and nutrition, public health, public or business administration or a related field from an accredited college or university is required to qualify. Please provide your degree and major, the name of the college or university who awarded the degree, and the date your degree was conferred.
2. This position requires valid certification as a Registered Dietitian in the State of California. Please provide your registration number and expiration date.
3. Please describe your experience as a professional nutritionist in a public health agency. Include employer, dates of employment, and your job title.
4. One year of the required experience as a professional nutritionist in a public health agency must have been in a supervisory capacity. Please describe your supervisory experience in this setting. Include employer, dates of employment, and your job title.



ARTS, CULTURE, AND RECREATION

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



MAKE SAN JOAQUIN COUNTY YOUR NEW HOME!

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun.

Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

EDUCATION



From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.