



WIC Site Manager – Calhoun Exempt, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a WIC Site Manager - Calhoun to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As a WIC Site Manager - Calhoun you will:

- Coordinates with the Senior Director of WIC and management team on the goals and objectives of the WIC nutrition team.
- Assists in the development of new procedures necessary to comply with new and revised WIC regulations.
- Provides information and reports to the Senior Director of WIC to clearly describe activities and progress toward agreed upon goals.
- Responsible for ensuring data collection, preparing reports and compiling statistics for administrative and regulatory purposes required by WIC grant.
- Oversees the WIC nutrition education process.
- Assists in the implementation and evaluation of the annual Nutrition Education Plan.
- Maintains appropriate and timely nutrition education materials for client use.
- Provides ongoing nutrition education for staff.
- In collaboration with other WIC supervisors, oversees the daily operations of the WIC program in the Senior Director of WIC's absence.
- Conducts periodic audits to ensure that staff perform duties according to WIC policy and procedure.

Requirements:

- Previous supervisor experience required.
- A minimum of one year experience in maternal and child health or clinic setting with teaching responsibilities.
- If a Registered Nurse or Registered Dietitian, must be licensed in the State of Indiana.
- CPR certified.

Education Requirements:

- Bachelor's or Master's degree in Dietetics, Nutrition or Nutrition Sciences, Public Health Nutrition, Community Nutrition, Clinical Nutrition or Nursing.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Please fill out an application on the Career Page and/or send a resume along with cover letter to NHC Human Resources Department by email to: hrdept@nhci.org.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org