



JOB ANNOUNCEMENT
WIC Nutrition Manager
PS: Nutrition Manager – HCP023
Clayton County Health District 3-3
Clayton County, GA

Minimum Hire in Salary: \$50,941.79

Manages the operation of a nutrition program. Establishes and implements policies and procedures. Monitors and evaluates the program for compliance with established guidelines. Manages subordinate supervisors and staff.

Job Responsibilities:

- Provides direct on-site supervision to program employees at assigned WIC clinic
- Assesses diet-related health problems and available resources to determine present and forecast future needs.
- Budgets multiple source nutrition funding (ie, WIC, grant and contract funds) in compliance with federal, state, and local standards.
- Determines the needs of nutrition department or public health program for personnel, supplies and equipment.
- Develops, implements, and monitors standards for nutritional services.
- Manages human resource and employee relations functions.
- Participates in developing agency health policy and assuring that food and nutrition related issues are included.
- Participants in strategic planning, identifying programs and services that should have a nutrition component and integrates plans into the overall agency health plan and budget.
- Plans, directs, and implements a nutrition program and nutrition education programs.
- Prepares grant proposals and contracts to obtain funds for expansion of nutritional services.
- Reviews proposed legislation, guidelines, and standards by federal, state, and local organizations affecting nutritional services.
- Develops, conducts, and/or evaluates training related to nutrition policies, procedures, standards, and compliance to improve program effectiveness and efficiencies.
- Develops and/or evaluates nutrition education materials, including hard copies, media, internet, and in person.
- Serves as a local level liaison and public health nutrition service resource contact for internal and external partners

Minimum Qualifications:

Bachelor's degree in dietetics, human nutrition, food and nutrition, nutrition education, food systems management or a closely related field from an accredited college or university from an Academy of Nutrition & Dietetics accredited program AND Four years of nutrition experience, Two years of which were in management/supervisory capacity AND registration as a Dietitian by the Academy of Nutrition & Dietetics Commission AND licensure as a Dietitian in the State of Georgia.

Preferred Qualifications:

- Minimum of 2 years of Georgia WIC Program experience
- Experience as a team lead and/or supervisor experience
- Bilingual (Spanish)

Benefits for Full Time Eligible Employees

- 13 Paid Holidays
- Generous Leave Package
- Employees Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Southern Federal Credit Union
- Health Care Spending Account
- Dependent Care Spending Account
- Life Insurance
- AD&D Insurance

- Disability Insurance
- Legal Insurance
- Long-Term Care Insurance
- Specified Illness
- Deferred Compensation (401K & 457 Plans)

For more information on the State of Georgia Benefits visit - <http://team.georgia.gov/>

Additional Perks

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program
- Employee Assistance Program

To learn more about Clayton County Health District visit - <https://www.claytoncountypublichealth.org/>

Deadline for Applications: (Position Open Until Filled)

**Send State of GA Application to: Clayton County Health District
Human Resources
1117 Battlecreek Road
Jonesboro, GA 30236**

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

CCHD is an Equal Opportunity Employer

The State will not unlawfully consider an applicant's race, color, national origin, religion, age, disability, sex, genetic information, political affiliation, protected uniformed service, or other legally protected category when making selections.

Applicants chosen for employment will be subject to the following
Criminal Background Check/Fingerprinting
Pre-employment Drug Screening
Reference Checks & Immunizations Required