

## Career Posting – WIC Director

### The Community

AppHealthCare serves the vibrant communities of Alleghany, Ashe, and Watauga Counties nestled in the beautiful Blue Ridge Mountains in Northwestern North Carolina. Take a quick look around and witness the many expressions of community pride and southern hospitality – a smile from someone walking downtown, a thriving culinary scene, and plenty of outdoor adventure. We experience the beauty of four seasons, from white fluffy snow to colorful fall foliage. There is simply something special about these mountains and quaint small-town feels – come see for yourself!

### Caring for Our Community

We are a local public health department and health center focused and committed to improving our communities' health and well-being through compassionate, high-quality care. We have about 150 full-time/part-time employees. We are governed by two boards that provide strategic direction and oversight of agency functions. We have received numerous awards and distinctions for the care we provide and have recently achieved accreditation with honors. We are committed to caring for our community and providing excellent customer service.

---

<b>Position:</b>	WIC/Nutrition Director (Nutrition Program Director I)
<b>Position #:</b>	405-52-153
<b>Location:</b>	WIC offices are co-located at health centers in Alleghany, Ashe and Watauga counties
<b>Salary:</b>	\$53,748 - \$84,936, commensurate with skills and experience
<b>Hours:</b>	Full-time, Monday-Friday, during office hours of 8:00 am-4:45 pm. Potential to work outside normal hours for client needs, special events, or public health emergencies.
<b>Closing Date:</b>	Open Until Filled
<b>Job Summary:</b>	Manage a comprehensive nutrition program serving three counties providing: Women, Infants and Children Program, Special Supplemental Nutrition Program, Medical Nutrition Therapy, Diabetes Self-Management Education, and private patient referrals. Will plan and monitor program services and personnel functions including: quality assurance, policy updates, program implementation and work standards, as well as care

coordination with other disciplines in the health centers and throughout the community.

### **Major Duties & Responsibilities**

- Monitor local, state, and federal policies for changes in program requirements
- Develop annual action plans based on local program assessments
- Track and report client caseloads, appointment and scheduling patterns, breastfeeding client contacts, and nutrition outreach to achieve program goals
- Manage nutrition services budget
- Interview, hire, train, and evaluate employee performance, and precept student interns
- Coach staff for continuous quality improvement through frequent on-site consultation and performance audits
- Conduct in-person and virtual client visits for WIC, Medical Nutrition Therapy, and Diabetes Self-Management Education. Will plan, assess, develop, implement, and evaluate nutrition care plans, educate clients, and refer according to need.
- Participate as a member of agency Leadership Team
- Seek opportunities to expand and innovate nutrition services throughout the agency and community

### **Knowledge, Skills & Abilities**

Advanced and thorough knowledge of food groups and principles of normal and therapeutic nutrition. Considerable knowledge and skill in conducting client interviews, assessment, education, and interpretation of data. Ability to plan, develop, direct and evaluate nutrition services. Ability to manage time and resources, as well as supervise and train staff.

### **Minimum Education & Experience**

Graduation from a four-year college or university with a bachelor's degree in foods and nutrition, public health nutrition, or dietetics, and 3 years of program administration or supervisory experience plus the ADA Commission on Dietetic Registration, eligibility; or master's in public health nutrition or nutrition and two years of program administration or supervisory experience plus the ADA Commission on Dietetic Registration eligibility; or an equivalent combination of education and experience.

---

### **How to Apply**

Complete an [NC State Government Application for Employment \(PD-107\)](#). The application is located on the NC Office of State Human Resources website. The application can be completed in hard copy or electronically.

A completed state application, including cover letters and resumes/CVs, should be sent to Human Resources by email to [careers@apphealth.com](mailto:careers@apphealth.com) or dropped off in person at the AppHealthCare Alleghany Health Center at 157 Health Services Road in Sparta, NC.

### **Benefits**

We offer a variety of paid and voluntary employee benefits including retirement plans, health insurance, life insurance, paid parental leave annual and sick leave, and more. For more information about benefits, [visit our website](#).

**For questions or more information, please contact AppHealthCare Human Resources:**

**(336) 372-5641 x1119 | [careers@apphealth.com](mailto:careers@apphealth.com) | [AppHealthCare.com](http://AppHealthCare.com)**

*AppHealthCare recruits team members who share our values of Integrity, Drive, Resilience, Service, and Community and actively support the overall public health mission of the agency.*

*AppHealthCare is committed to providing equal employment opportunity (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran's status, family medical or genetic information, sexual orientation, gender status, pregnancy, gender identity or other non-merit based factors. All recruitment and selection activities will be administered according to EEO principles, to have a diverse workforce that reflects the population of the communities the District serves.*

*AppHealthCare is a recovery-friendly workplace.*

**For questions or more information, please contact AppHealthCare Human Resources:**

**(336) 372-5641 x1119 | [careers@apphealth.com](mailto:careers@apphealth.com) | [AppHealthCare.com](http://AppHealthCare.com)**