
Subject: Job Responsibilities-Overview

Effective Date: October 1, 2010

Revised from: October 1, 2007

Policy: Each Local Agency must employ sufficient staff to provide WIC services in a timely manner to meet processing standards and to comply with current policies and procedures. Job responsibilities may be based upon the level of education, credentials and other Local Agency requirements for the position. Clinic staff must include one or more persons acting as the Competent Professional Authority (CPA) for the Program (See [Glossary](#) for definition of a CPA). Each local clinic must also employ or contract with a licensed dietitian to provide, at a minimum, high-risk client nutrition education, oversight of low-risk nutrition education, and development of the annual Nutrition Services Plan. Additionally, the clinic must designate one or more individuals to fulfill the roles of:

WIC Coordinator,
Breastfeeding Coordinator,
Nutrition Services Coordinator,
Civil Rights Coordinator, and
Local Agency Vendor Contact

See [ADM: 10.01.00-General Staff Responsibilities-CPA and Non-CPA](#), [ADM: 10.02.00-WIC Coordinator Job Responsibilities](#), [ADM: 10.03.00-Breastfeeding Coordinator Job Responsibilities](#), [ADM: 10.04.00-Nutrition Services Coordinator Job Responsibilities](#), [ADM: 10.05.00-Civil Rights Coordinator Job Responsibilities](#), and [ADM: 10.06.00-Local Vendor Contact Job Responsibilities](#) for policies and recommended job responsibilities on each of the above specific job titles.

Reference: § 246.2, 246.7, 246.10, 246.11, WIC Nutrition Services Standards, Standard 1, 3, 10, 12, 13, & 19

Procedure:

1. The local clinic employs one or more persons designated as the Competent Professional Authority (CPA). These individuals must be available during clinic hours to complete certifications and assess nutrition risk.
2. The local clinic employs one or more dietitians to provide, at a minimum, high-risk client nutrition education, oversight of low-risk nutrition education, and to develop the Nutrition Services Plan.
3. Staff is designated to act in the roles of the WIC Coordinator, Breastfeeding Coordinator, Nutrition Education Coordinator, Civil Rights Coordinator, and the Local Agency Vendor Contact. Additional training to perform these job responsibilities may be required.
4. Local clinic staff may act in one or more roles if needed. For example, the WIC Coordinator may also be the Nutrition Services Coordinator.

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5. Local clinics will notify the State WIC Office when changes in staff occur, or when the staff designated as the WIC Coordinator, Nutrition Education Coordinator, Civil Rights Coordinator, or Local Agency Vendor Contact change.