

**Subject: Civil Rights Coordinator Job Responsibilities**

Effective Date: October 1, 2010

Revised from: October 1, 2008

**Policy:** Each clinic must appoint one person to act as the local WIC Civil Rights Coordinator. The Civil Rights Coordinator is responsible for providing and coordinating compliance and support activities surrounding civil rights and nondiscrimination policies and procedures. All local WIC employees are responsible for assisting in the implementation of and compliance with civil rights and nondiscrimination support activities. The Coordinator will have responsibilities that require working directly with WIC clients.

**Reference:**

**Procedure:**

1. The clinic designates one staff person to fulfill the responsibilities of the local WIC Civil Rights Coordinator.
2. The clinic notifies the State Agency of the person designated as Civil Rights Coordinator.

The following table defines the typical roles of the local WIC Civil Rights Coordinator.

<b>WIC SERVICE</b>	<b>WIC Civil Rights Coordinator</b>
<b>Civil Rights Coordination</b>	<ul style="list-style-type: none"> <li>• Plans, manages, implements and evaluates local agency compliance with civil rights, nondiscrimination policies and procedures.</li> <li>• Reviews local discrimination complaints regarding staff, clients, and vendors.</li> <li>• Interprets and disseminates current civil rights and nondiscrimination information and grievance procedures to local WIC staff, participants and the public.</li> <li>• Maintains the civil rights and complaints files at local level.</li> <li>• Forwards civil rights complaints directly to the State Agency.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Provides annual civil rights training to all LA WIC staff and utilizes training and education materials to meet the need.</li> <li>• Provides orientation to new clinic staff on civil rights, nondiscrimination and grievance procedures.</li> </ul>
<b>Knowledge/Skills Requirements</b>	<ul style="list-style-type: none"> <li>• Broad knowledge of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, (as amended, 29 U.S.C. 1974), Age Discrimination Act of 1975, Child Nutrition Action of 1996, as amended, and Executive Order 11764, 3A CRF124 (January 21, 1974).</li> <li>• Knowledge of fair hearings, as per § FR 246.9, <b>PRI: 03.00.00 – Fair Hearings, and PRI: 03.01.00 – Fair Hearing, Request</b></li> </ul>

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	<p><b>and Procedures.</b></p> <ul style="list-style-type: none"><li>• Full range of skill in presenting oral and written ideas in a clear, concise, and persuasive manner to professionals and the public.</li><li>• Completion of SA required training module, <a href="#">Civil Rights, Fair Hearings, and Civil Rights Complaints</a>.</li></ul>
<b>Professional Credentials</b>	<ul style="list-style-type: none"><li>• None</li><li>• Experience in providing civil rights and nondiscrimination support and promotional services is desired.</li></ul>