

**WIC Site Lead (CPA/QN)**

Community Action Partnership for Madison County  
Rome, NY

**Agency:**

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1986, the agency provides services in Madison, Herkimer, Oneida and Chenango counties from seven office locations. The agency is guided by a strength-based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Kinship and Housing.

**Job Summary:**

We are hiring a WIC Site Lead. This is a full time position, based in the Rome WIC office. The Site Lead is a professional who supports the mission, goals and objectives of Community Action Program for Madison County through overseeing and managing the county's WIC Program at a designated site(s). They provide daily oversight of assigned staff and the site. They work with WIC Program Manager to oversee daily clinic operations and ensure NYS WIC Program standards and policies are being met.

**Duties:**

- Provide excellent customer service to participants in the clinic.
- Monitor clinic on daily basis to ensure WIC policies and procedures are in place and being followed.
- Monitor clinic flow with the Program Manager to ensure adequate staffing levels to provide adequate clinic coverage.
- Communicates regularly with the WIC Program Manager, Nutrition Coordinator, or Nutrition Assistant Team Leader to ensure smooth running of clinics including changes in clinic schedules, unusual clinic events, building related issues, vehicle use etc.
- Assist Nutritionist Coordinator and Nutritionist Assistant Team Leader in training new staff and ensuring competency in work tasks.
- Assist WIC Program Manager in the completion of staff evaluations, oversee daily tasks and hiring of new staff.
- Ensure inventory of equipment and supplies are kept up-to-date.
- Ensure agencies with Joint Service Agreements are the only agencies on site and visiting staff is aware of confidentiality agreement expectations and sign required confidentiality statement.
- Maintain expert certification skills and knowledge of WIC policies and procedures by working in the clinic.

- Monitor site location for building maintenance and safety issues. Communicate any issues to WIC Program Manager and work together to coordinate any building repairs or safety issues that need to be addressed.
- Rotate to other clinic sites as needed.
- Complete Site Lead Task List.

**Qualifications and Skills:**

- Must be a WIC CPA or Qualified Nutritionist (QN) and meet all qualifications for CPA or QN per WIC Program Manual.
- Previous supervisory experience preferred.
- Must possess strong oral and written communication skills as well as the ability to work independently and as a team member.
- Proficient in use of computer and Microsoft applications (particularly Word); experience with databases preferred.
- Must be well organized and have excellent time management skills.
- Valid driver's license and reliable transportation.
- Must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check.

If you are interested in being considered for this position, please submit your resume, cover letter to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AEE.