



MORRISON COUNTY

ADDENDUM TO JOB DESCRIPTION

Job Title: Public Health Nurse
Business Specification: WIC Coordinator
Department: Health and Human Services
Last Reviewed: 12/2024

Position Specific Responsibilities The primary purpose of this position is to promote and protect the health of populations using knowledge from nursing, social, and public health sciences. The public health nurse/WIC Coordinator will collaborate with agencies and community members to address the multiple determinants of health with a commitment to health equity. This person will embody the values of the Public Health Department of Advocacy, Collaboration, Communication, Integrity, Leadership, and Respect. The public health nurse/WIC Coordinator will perform principal responsibilities within the nursing scope and standards of practice.

- Responsible for ensuring the agency follows the USDA WIC guidelines
- Responsible for Breastfeeding education of Clients requesting that service.
- Coordinates the ordering of WIC brochures and materials from the MDH website.
- Responsible to attend statewide WIC meetings and to disseminate the information to the rest of the WIC team.
- Understands the WIC budget and makes every effort to remain within the budget guidelines.
- Trains new staff and keeps records of that training.
- Manages WIC formula orders and donations of Formula to the local food shelf per USDA guidelines.
- Prepares the Local Agency Nutrition Education plan for submission to MDH every 3 years.
- Works with MDH support staff to ensure that WIC program is meeting standards, including every 2-year Management and Evaluation by MDH.

This is an addendum to a primary job description and the responsibilities listed are in addition to primary job responsibilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____