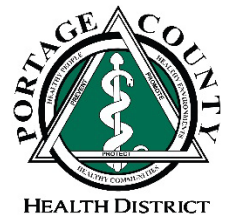


# Portage County Combined General Health District



## JOB POSTING

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<b>Position:</b>	WIC Supervisor
<b>Division:</b>	Community Health Division
<b>Classification:</b>	Full Time; Non-Exempt (Classified), with one year probationary period.
<b>Work Schedule:</b>	Monday – Friday 8:00am- 4:30pm; may require occasional evening and weekend hours. Evening clinics are held twice monthly from 10:00 AM to 6:30 PM.
<b>Salary Range:</b>	\$28.00- \$32.00 per hour. Compensation based on qualifications and experience.
<b>Reports To:</b>	Director of Community Health

Are you passionate about public health and making a difference in your community? The Portage County Combined General Health District has an immediate opening for the position of **WIC Supervisor**. If you are seeking a meaningful career with opportunities for leadership, professional growth, and community impact, we encourage you to apply.

The Portage County Health District's Mission is to **promote** public health, **prevent** disease, and **protect** the environment, utilizing leadership and partnership to empower individuals and communities to achieve optimal health.

### Portage County Combined General Health District benefits:

- Generous paid time off including vacation, personal leave, sick leave, compensatory time, and 15 paid holidays
- Longevity pay beginning after 6 months of employment and awarded annually thereafter
- Comprehensive benefits package including medical, dental, vision, and an Employee Assistance Program
- Life insurance and optional short term and long term disability coverage
- Participation in the Ohio Public Employees Retirement System (OPERS), with a 10% employee contribution and a 14% employer contribution
- Employee wellness programs to support overall health and well being
- Tuition reimbursement opportunities for continued professional development
- Clothing allowance and additional benefits

### Job Description:

#### Administration:

Serve as Nutrition Coordinator by developing local agency nutrition education and breastfeeding promotion plans; coordinating and directing nutrition services; overseeing food and formula prescriptions; collaborating with medical providers; providing nutrition in-service training; coordinating services with internal programs and community partners; supervising nutrition services staff including Certifying Health Professionals. Responsible for completion and submission of WIC grant applications.

#### Supervisory:

Coordinate all clinic operations including staff supervision, participant certification, food issuance, scheduling, nutrition and breastfeeding education, outreach, and administrative functions. Ensure compliance with all WIC policies, procedures, and regulatory requirements.

#### Clinic:

Assist staff with clinic operations as needed to ensure continuity of services for WIC participants.

**Portage County Combined General Health District is an Equal Opportunity Employer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position.

**Organizational Duties:**

- Complete WIC-required training: New Health Professional Training, System Security Training, Conflict of Interest, Civil Rights, VENA, USDA Breastfeeding Curriculum, Depression training.
- Participate in quality improvement team projects and training initiatives, incorporating quality improvement principles into daily work activities.
- Participate in public health emergency response activities as needed, including roles within the Incident Command System/National Incident Management System.
- All health district employees have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Portage County Combined General Health District Emergency Response Plan.
- Attend and participate in agency-sponsored training, events, and activities.
- Gather and organize documents to fulfill public records requests and other reporting obligations.
- Participate in organizational activities that support and enhance agency accreditation.
- Must maintain reasonable and reliable attendance to meet organizational needs and objectives.

**Qualifications:**

- Bachelor's degree in nutrition and dietetics required
- Licensed Dietitian (LD) in the State of Ohio
- Registered Dietitian Nutritionist (RDN or RD) required
- Two years of supervisory experience preferred
- Grant writing experience preferred
- WIC program experience preferred
- Valid driver's license and proof of insurance required
- Must be legally authorized to work in the United States without sponsorship now or in the future

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

**Skills/ Abilities:**

- Ability to effectively facilitate both large and small groups
- Proficiency in Microsoft Office Suite
- Strong written, verbal, and interpersonal communication skills
- Ability to work independently while managing multiple priorities and deadlines
- Commitment to providing high-quality customer service
- Strong organizational and leadership abilities
- Effective problem-solving and critical thinking skills
- Ability to collaborate across teams and accept constructive feedback
- Ability to prepare clear, concise, and accurate reports and materials
- Ability to maintain confidentiality in accordance with applicable laws and policies

**Pre-Employment Testing Requirements:** Criminal Background Check, Motor Vehicle Record (MVR), and Pre-Employment Drug Screening

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**Work Environment:**

WIC is a fast-paced and typically noisy environment due to the high volume of participants served. General office setting in the Health District facility requiring sedentary to light work which may include sitting, walking, climbing, reaching, standing, talking, and listening with occasional exposure to adverse environmental conditions. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and other office equipment. While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Apply:**

Join our dedicated and mission-driven team at the Portage County Combined General Health District.

Interested applicants should submit the following to **PCHD@portagehealth.net**:

1. Resume
2. Cover letter
3. PCHD Employment Application

**Date Posted:** May 6, 2026. Open until filled. Re-posted 7/8/2026

The Portage County Combined General Health District is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants and do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status in accordance with applicable laws.