



Position Available
Women, Infants and Children (WIC) Program Director
Effective January 1, 2027

Service Area: Administration

Reports to: Health Commissioner

Salary: Pay Range R (\$30.32 to \$40.44 per hour)

Under general direction of the Health Commissioner, the WIC Program Director manages the Allen County WIC Program and ensures compliance with applicable grant requirements, state laws and rules, and Board of Health adopted policies and regulations. Manages WIC grant, sets and monitors program goals, and assures coordination and evaluation of services to ensure quality. This is a grant supported position.

Job Responsibilities:

- Plans for, directs, and evaluates WIC Program to ensure quality and compliance
- Establishes criteria and standards to ensure efficient and effective program service delivery; assumes responsibility for achieving program goals
- Supervises personnel within the WIC Program to ensure proper staffing, delegation of responsibility, and quality performance
- Ensures WIC services are operated within budget; secures and manages grants to ensure deliverables and reports are submitted in a complete and timely manner
- Interviews, assesses and determines client eligibility for WIC program; provides nutrition counseling
- Maintains working relationships with other community health and social service agencies in order to promote referrals and improved health outcomes
- Plans and participates in outreach activities to coordinate recruitment for Allen County WIC Program; acts as spokesperson for Allen County WIC Program
- Participates in administrative level planning to ensure implementation and evaluation of agency plans and policies
- Contributes to continuous quality improvement of individual, program, and organizational performance

Qualifications:

- Bachelor of Science or Arts in Nutrition or related field; Master's in nutrition or health-related field preferred.
- Minimum 3 years experience as a Registered/Licensed Dietitian with 2 years WIC or public health experience with progressive levels of responsibility and supervisory experience preferred.
- Valid Ohio driver's license with an acceptable driving record and proof of auto liability insurance coverage required

Working Conditions:

- Occasional overtime, evening and weekend hours may be required
- Occasional Travel within/outside the district.

Benefits: Paid holidays, vacation, public retirement system

Applicants interested in the position may submit a cover letter and resume to: Human Resources, Allen County Public Health, PO Box 1503, Lima, OH 45802 or jobs@allenhealthdept.org. Deadline for applications is 10/16/2026 or until filled.

Posted: 9/16/2026

Allen County Public Health is an Equal Opportunity Employer



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