

Maine Center for Disease Control and Prevention WIC Nutrition Program

Effective: October 1, 2011

Policy No. OM-1

Revised: October 1, 2022

State Staffing

Authority

7 CFR §246.3(e); §246.4(a)(4) and (24); and §246.8

22 MRSA §255 and §1951

Policy

1. The State Agency shall ensure that sufficient staff is available to administer an efficient and effective Program including, but not limited to, the functions of:
 - 1.1. Nutrition education
 - 1.2. Certification
 - 1.3. Food delivery
 - 1.4. Fiscal reporting
 - 1.5. Monitoring
 - 1.6. Training
2. The State Agency shall enforce hiring practices which comply with the nondiscrimination criteria set forth in 7 CFR §246.8.

Procedures

1. State-level staff includes at a minimum:

Position	Required Credentials and Experience	Federally Required Staffing Description
Director	<ul style="list-style-type: none">• Master's Degree• Supervisory Experience• Public Health Management Experience	Required (Director)
Breastfeeding Coordinator	<ul style="list-style-type: none">• Minimum of Bachelor of Science or Bachelor of Arts degree from an accredited four-year institution, with emphasis in food and nutrition, community nutrition, public health nutrition, nutrition education, human nutrition, nutrition science or	Required program specialist

Position	Required Credentials and Experience	Federally Required Staffing Description
	<p>equivalent</p> <ul style="list-style-type: none"> • At least three years of related experience as a nutritionist in education, social service, maternal and child health, public health, nutrition or dietetics • Certified Lactation Counselor Certificate (CLC) required • International Board-Certified Lactation Consultant (IBCLC) preferred 	
Nutrition and Clinic Services Manager (State WIC Nutrition Coordinator)	<ul style="list-style-type: none"> • Bachelor’s degree with emphasis in food and nutrition, community nutrition, public health nutrition, nutrition education, human nutrition, nutrition science or equivalent required; Master’s Degree is preferred • At least two (2) years’ experience as a nutritionist in education, social service, maternal and child health, public health, nutrition, or dietetics; • Have at least one of the following: Program development skills, education background and experience in the development of educational and training resource materials, community action experience, counseling skills or experience in participant advocacy 	Required (Nutrition Coordinator)
Nutritionist	<ul style="list-style-type: none"> • Bachelor’s degree with emphasis in food and nutrition, community nutrition, public health nutrition, nutrition education, human nutrition, nutrition science or equivalent required; Master’s Degree is preferred • At least two (2) years’ experience as a nutritionist in education, social 	

Position	Required Credentials and Experience	Federally Required Staffing Description
	service, maternal and child health, public health, nutrition, or dietetics;	
Vendor and Data Specialist Manager	<ul style="list-style-type: none"> • Bachelor’s degree in communications, business, or technology 	Required (Vendor Manager)
Vendor Specialist	<ul style="list-style-type: none"> • Previous training and customer service experience • Previous experience working with retail vendors is preferred 	
Financial Manager	<ul style="list-style-type: none"> • Bachelor’s degree in accounting or business • Previous work experience in financial management 	Required program specialist

2. Educational and professional credentials and requirements may be waived on a case-by-case basis.
3. The State Agency shall have a WIC organizational chart (Appendix OM-1-A) available online showing all positions, titles, and staff names.
4. The State Agency shall have an overall organizational chart available online that shows the WIC Program’s place within the State Health Department.
5. The State Agency shall maintain updated position descriptions for each of the state-level staff positions.