IV. Organization and Management – Staff Positions and Descriptions		**PROCEDURE 4.002** Implementing Office: Community Health Administration (CHA) Revised July 2019
Approved by: _____ LaQuandra S. Nesbitt MD, MPH; Agency Director	**Review by Legal Counsel:** _____ Phillip Husband, Esq.; General Counsel	**Effective Date: 09/15/2017**

I. Authority	USDA
II. Reason for the Policy	**CFR § 246.2 – Definitions**
III. Applicability	DC WIC State Agency and Local Agency Staff
IV. Policy Statement	1. The Local Agency WIC Director (LAD) shall have, at minimum: a. Registered Dietitian (RD), licensed in the District of Columbia, and b. Master's degree in Public Health Nutrition, Nutrition Science, Nutrition, Dietetics or nutrition-related field with at least three (3) years of experience in maternal and child health, one (1) of which is supervisory experience. 2. The WIC Nutrition Coordinator shall have at minimum: a. Licensed Registered Dietitian (RD, LD), or Licensed Nutritionist (LN) – B.S. in Nutrition, Nutrition Science, Public Health Nutrition, Dietetics or M.P.H. in Public Health Nutrition, or M.S. in Nutrition, Clinical Nutrition, Nutrition Science or Dietetics, or another nutrition-related field and has a minimum of 2 years of job-related experience; OR b. Holds a Master's or Doctoral degree in nutrition from an accredited college or university and has a minimum of 1 year of job-related experience. c. Has successfully completed a training approved by the State Agency on the provision of WIC nutrition services. 3. The Competent Professional Authority (CPA) – is a full time position; a qualified individual who will provide nutrition education and counseling to high-risk participants and oversee the nutrition education aspect of the program. The position may also be required to coordinate breastfeeding promotion and support activities, and to monitor breastfeeding rates. The Local Agency ensures that the CPA has all of the following qualifications:

a. Licensed Registered Dietitian (RD, LD), and Licensed Nutritionist (LN) – B.S. in Nutrition, Nutrition Science, Public Health Nutrition, Dietetics or M.P.H. in Public Health Nutrition, or M.S. in Nutrition, Clinical Nutrition, Nutrition Science, Dietetics, or another nutrition-related field;

b. The position may be filled by an RD-eligible candidate with the requirement that the candidate must achieve an RD and licensure in the District of Columbia within one year of hire;

c. Licensed Physician (MD, DO); or

d. Registered Nurse (RN); AND

e. Has successfully completed a competency based training program on performing the duties of a CPA

4. The Competent Para-Professional Authority (CPPA) and Administrative Clerks are considered support staff, and shall be responsible for assisting with the delivery of service to WIC clients. The following minimum qualifications must be met for support staff:

a. High school degree or GED; Licensed Practical Nurses (LPNs) or Dietetic Technicians with a general Bachelor's degree preferred;

b. Demonstrated oral and written communication skills

c. Computer skills

d. Customer service and time management skills

e. CPPAs must have one year of WIC work experience. College-level education in nutrition or related field may be substituted in lieu of experience.

f. Administrative Clerks who want to become CPPAs must complete required training with a passing grade on an administered exam upon completion of training

5. The Breastfeeding Peer Counselor (BPC) shall be responsible for providing breastfeeding education and support to pregnant and breastfeeding women participating in the WIC Program. The following qualifications must be met for the BPC:

a. High school degree or GED

b. Demonstrated oral and written communication skills

c. Customer service skills

d. Certification of completion of an approved Breastfeeding Peer Counselor Program within the first month of employment

e. Breastfed an infant for at least six (6) months

f. Is a current or former WIC Participant

g. Is available to clients outside of usual clinic hours and outside the WIC Clinic environment

6. The Breastfeeding Coordinator is a required staff person who has knowledge and experience to support breastfeeding. The position oversees the planning, implementation, and evaluation of grantee breastfeeding activities; ensures that grantee staff is properly trained on breastfeeding education and support; and provides ongoing supervision and support of grantee breastfeeding staff. A Local Agency Breastfeeding Coordinator has the following qualifications:

   a. Possess one (1) year of experience in counseling women about how to breastfeed and have completed Loving Support Management

   b. Meets the qualifications of a CPA

   c. Has successfully completed specialized training in lactation management and care (International Board Certified Lactation Consultant (IBCLC) is preferred, but individual may be exam-eligible or have successfully completed other State-approved specialized training (e.g., CLS, CLC, CLE)

7. Designated Breastfeeding Expert (DBE) - The WIC Designated Breastfeeding Expert (DBE) has advanced lactation knowledge and experience in human lactation and assists WIC mothers and infants with complex breastfeeding problems that are outside the scope of practice of WIC peer counselors and other WIC staff. The DBE operates within the policies and procedures of the WIC program and within the context of WIC's role for breastfeeding support. Each WIC agency operating a peer counseling program is required to have access to a breastfeeding expert to assist WIC participants with complex breastfeeding challenges in a timely manner. A DBE must possess the following qualifications:

   a. Successful completion of the Food and Nutrition Services (FNS) competency-based training for WIC Breastfeeding Curriculum (levels 1-4), OR completion of a State-approved competency-based breastfeeding training that is consistent with the FNS Breastfeeding Curriculum 1-4

   b. Minimum of one year of experience in counseling breastfeeding mother/infant dyads.

8. The Lactation Consultant (LC) holds the International Board Certified Lactation Consultant (IBCLC) credential issued by the International Board of Lactation Consultant Examiners, which enables the IBCLC to handle more complex breastfeeding problems provide in-service education on lactation for hospital and professional staff, and provide program oversight. The following qualifications must be met for the Lactation Consultant:

   a. Holds current certification with the IBCLC credential

	b. Is enthusiastic about breastfeeding and wants to help mothers enjoy a positive experience c. Has demonstrated leadership and training skills d. Has a telephone and is available to accept referrals outside the usual WIC clinic hours e. Has access to a computer and is proficient in basic software f. Has reliable transportation and a valid driver's license g. Customer service and time management skills
V. Procedures	The following procedure must be followed when screening qualified applicants for employment at a DC WIC Local Agency : 1. The Local Agency will interview and screen qualified applicants for the positions of WIC Director, WIC Nutrition Coordinator, CPA, CPPA, Administrative Clerk, Breastfeeding Coordinator, BPC, DBE, and LC, and will choose the most appropriate person for the position. 2. The Local Agency must submit to the State Agency requests for CPA and BPC approval. The request shall include the following as appropriate: a. An official or unofficial college transcript indicating the area of academic concentration (upon request) b. Curriculum Vitae (CV) c. Verification of Registration from the Academy of Nutrition and Dietetics (CDR card for RD only) d. Verification Statement from an ACEND Accredited Didactic Program in Dietetics/Dietetic Internship (RD-eligible only) e. A copy of District of Columbia license or proof of application prior to employment f. A copy of medical license (MD only) g. A copy of RN license (nurses only) The State Agency must approve the credentials of all CPAs, CPPAs, nurses and/or doctors **prior** to hiring. The State Agency shall provide written approval to the local agency **prior** to hiring the new professional staff.
VI. Appendix	4.002A Basic Positions Descriptions
VII. Reference	2.020 Breast Feeding Peer Counselors