



UNIVERSITY OF SAINT JOSEPH

CONNECTICUT

Employment Opportunity **WIC/Head Start Collaboration Project Liaison**

The University of Saint Joseph is currently recruiting for a part-time (15 hours/week) grant funded position as a Project Liaison to help facilitate a collaboration between the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and Head Start Program in sites throughout CT.

General Statement of Duties:

Act as liaison/collaboration facilitator for three (3) local WIC agencies and three (3) Head Start programs to form and support a collaborative partnership between selected WIC local agencies and Head Start programs. These six agencies will receive intensive involvement and will serve as experimental sites, and another six agencies will serve as control sites. This is a part-time, grant-funded position that runs until September 2017. The purpose of this position is to provide more effective delivery of services to families including retaining participants in WIC and co-enrollment in Head Start/Early Head Start (HS/EHS) of children with identified WIC nutrition risk factors. Develop, test and evaluate training and tracking materials for the purpose of formalizing collaboration between WIC and Head Start Programs. Facilitate and maintain good working relationships with staff from both programs.

Examples of Duties:

The successful candidate will be able to work independently and perform the following administrative and consultant activities:

- General coordination and monitoring of project activities for experimental and control sites,
- Fostering collaboration with WIC and Head Start site staff to ensure implementation fidelity,
- Work with State agency leads to develop and refine training materials, then actively share these materials with local staff,
- Attend meetings with State and local staff members regarding the collaboration project,
- Plan and conduct project kick-off events for WIC and Head Start staff,
- Provide technical assistance to WIC and Head Start staff and families to achieve project goals,
- Assist project team in developing and testing a framework for local collaboration. Prepare summary reports and monitor the submission of WIC and Head Start project reports,
- Act as a resource and contact for providing the Project Lead.

Minimum Qualifications Required:

Knowledge, Skills and Abilities: The successful candidate must have a thorough knowledge of:

- Relevant Federal laws and regulations pertaining to Child Nutrition Programs, specifically the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and Head Start program;
- Understanding of theory and practical applications related to nutrition, dietetics, child development and adult learning;
- Command of Microsoft Office, and current reporting and evaluation techniques;
- The ability to manage multiple tasks concurrently and motivate individuals to achieve project goals;

- The ability to work well with others, particularly those from diverse backgrounds;
- The capability to facilitate and lead group discussions.

The successful applicant must have strong organizational written and oral communication skills. The successful applicant must have a valid driver's license and access to own vehicle. Also, the applicant must be available during normal business hours. *Frequent travel throughout the State is required.*

Experience and Training

A Bachelor's degree and three (3) years' professional experience and training as a nutritionist or in a health or human services agency or facility, preferably with a diverse range of families with young children.

Master's degree in community nutrition or public health nutrition or completion of a dietetic internship may be substituted for one (1) year of experience.

Local WIC agency and Head Start experience preferred, but not required.

Compensation

Hourly rate commensurate with education and experience.

To Apply

Send cover letter and resume to: Michele Wolff at mwolff@usj.edu by February 6, 2015.