

PLEASANT POINT HEALTH CENTER  
Passamaquoddy Tribe

## POSITION DESCRIPTION

**TITLE:** WIC Vendor Manager

**STATUS:** Regular, Full-Time

**POSITION IN THE TRIBAL ORGANIZATION:** The WIC Vendor Manager is hired by the Personnel Selection Committee and is employed by the Tribe through the USDA Contract for the Women, Infants & Children Program (WIC). The WIC Vendor Manager is under the immediate supervision of the Health Director and supervises no other employees.

**ROLE:** You will serve as the WIC Vendor Manager, having primary responsibility for the administration of Women, Infants and Children (WIC) vendors, which includes authorization, training, monitoring, compliance, communications, and overall management of WIC vendor relations and operations.

### **DUTIES:**

- + Develop, implement, monitor and evaluate policies and procedures for vendors, farmers and local WIC agencies regarding food delivery and food instrument accountability.
- + Coordinate the review of preliminary plans in order to carry out mandates and regulations. Recommends program policy and procedures for the efficient delivery of food benefits to WIC participants.
- + Monitors data and information regarding violations in program requirements, determines if program benefits have been disposed of improperly by a participant or if vendor violations have occurred, and initiates corrective action and/or sanctions.
- + Participate on SPIRIT/Vendor Management Calls, including FNS regional calls
- + Responsible for creation of educational materials.
- + Manage all communications with vendors regarding WIC
- + Oversee the application and agreement process for new stores that are applying to be vendors (and current vendors every three years), including providing stores with the application package, reviewing applications, performing pre-authorization visits, and obtaining proper signatures from store owners and Tribal government.
- + Provide annual training to vendors
- + Ensure compliance of federal and Tribal policy by identifying high risk vendors, scheduling monitoring visits, inventory audits, and documenting and tracking any participant and vendor complaints
- + Participate in WIC team meetings, trainings and site visits

- + Provide support for current coupon transacting as well as future Electronic Benefit Transaction (EBT) implementation
- + Maintain program files
- + Assist with community outreach when needed
- + Assist implementing in recommendations to bring online shopping to WIC participants
- + Provide transport for WIC participants for grocery shopping alone and with nutritionist to receive feedback regarding the WIC participants shopping needs to ensure vendor managements tasks are aligned with WIC participants' needs.
- + Assist with cooking classes for WIC participants.
- + Travel is required

**QUALIFICATIONS:**

1. High School diploma or equivalent is required.
2. Associates Degree or equivalent experience in Office Management preferred.
3. Exhibit proficiency in the areas of computer technology, communication and accounting.
4. Possess strong interpersonal skills and function as a team player.
5. Willing to participate in on-going training in vendor management and other areas related to the WIC program.
6. Experience working within a health care setting is preferred.
7. Ability to strictly adhere to the privacy and freedom of information act, development, coordination and/or evaluation of health programs or services and equivalent six (6) year combination of education, training, and experience.
8. Must have a Valid State Driver's License

**Preferred candidates will also have:**

- + Excellent oral and written communication skills.
- + Knowledge and experience with WIC and preferably Spirit.
- + Demonstrated skill applying best practices and standards for communication, page layout, and information design.
- + The ability to establish and maintain effective working relationships with a diverse group of

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internal and external partners.

- + Computer, Microsoft Office Skills, and Smart Phone skills.
- + Ability to work with managers and staff to identify training needs and research information for training/meeting opportunities, or to provide outreach materials.
- + The ability to work self-sufficiently on assigned tasks.

Revised: 07/19/2013  
Approved by Tribal Council: 11/15/2022  
Revised: 03/19/2023  
Tribal Council Approved: 04/25/2023