WIC STAFFING CHART FY2017

Complete the chart for all staff members providing WIC services at your agency. For each task that individual performs indicate:

R - (***Routinely***) those tasks done as a routine part of that persons duties every day
I - (***Infrequent***) those tasks that the person has been trained for, but they only do in clinic on an infrequent schedule
F - (***Fill In***) those tasks that the person has been trained for, but they only do this task as a fill in for illness, vacations, etc.
N - (***Never***) those tasks that the person has not been trained for & never does this function

When finished click the **SUBMIT** button below to return form to NE WIC

Agency:

Site:

NAME	Health Professional Credentials (eg. RD, RN, etc.)	JOB TITLE (Choose from drop-down or if not in list type job title in box)	In Kind Staff (Staff that provide WIC services & who are employed & paid for those services by another program and/or agency)	Contract Staff (Staff WIC contracts with directly	FTE (WIC Hours Only)	TASKS																						
						Measures Height & Weight	Obtains/Assess Hgb	Nutrition and Health Assessment	Assigns Risk	Low Risk Education Contacts	High Risk Education Contacts	Breastfeeding Education	Peer Counselor	Conducts Classes	Prescribes Food Packages	Schedules Appointments	Check Issuance	ID/Income/Residency Assessment	Acts as Interpreter for WIC Clinic	Explains Rights & Responsibilities	BF Coordinator	Sets Up Clinic Schedules	Participant Violations/Sanctions	Vendor Issues	Supervision of Staff	Fiscal Reports (FSR, etc.)	Administrative Duties	Clinic Coordination

Continue on Next page if more names are needed

Name of Submitter:

Date Completed

Click **SUBMIT** button to return form

SUBMIT

Revised 10/25/16

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