

# Sample WIC STAFFING CHART FY14

# Appendix IV C 2 a

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 staff's duties every day

I – (Infrequent) those tasks that the staff person has been trained for, but they only do in clinic on an infrequent schedule

F – (Fill In) those tasks that the staff person has been trained for, but they only do this task as a fill in for illness, vacations, ect.

--- – Has not been trained & never does this function

Agency: Sub Agency: 00					TASKS																								
NAME	HEALTH PROFESSIONAL CREDENTIALS (eg. RD, RN, etc.)	JOB TITLE	In Kind Staff (Staff that provide WIC services & who are employed & paid for those services by another program and/or agency)	Contract Staff (Those WIC contracts with directly)	FTE (WIC Hours Only)	Measures Height & Weight	Plots Growth Chart & Prenatal Wt. Grid	Obtains Hgb	Assesses Hgb	Health Assessment	Assigning Risk Codes	Low Risk Education Contacts	High Risk Education Contacts	Breastfeeding Education	Peer Counseling	Conducts Classes	Prescribes Food Package	Scheduling Appointments	Acts as Interpreter for WIC Clinic	Check Issuance	ID/Income/Residency Assessment	Explain Rights & Responsibilities to Client	Completion of Signature Form with Client	Vendor Issues	Supervision of Staff	Fiscal Reports	Administrative Duties	Clinic Coordination	
	RN	WIC Coordinator, WIC Nurse	No	No	1.0	R	R	R	R	R	R	R	R	R	---	---	R	---	---	---	F	F	F	---	R	R	R	R	
		Nutritionist	No	No	.75	R	R	R	R	R	R	R	R	R	R	---	R	R	---	R	F	F	F	---	R	---	---	---	R
		Nutritionist/NEP	No	No	.01	---	---	---	F	---	---	R	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
		WIC Clerk	No	No	.3	F	---	---	---	---	---	---	---	---	---	---	---	R	---	I	R	R	R	---	---	---	---	---	---
		Administrative Assistant	No	No	.15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	R	---	---
	RN	WIC Nurse Coordinator	No	No	.20	R	R	R	R	R	R	R	R	R	---	---	R	F	---	F	F	F	F	---	R	---	---	---	R
		WIC Clerk	No	No	1.0	---	---	---	---	---	---	---	---	---	---	---	---	R	---	I	R	R	R	---	---	---	---	---	---
		WIC Clerk/Vendor Manager	No	No	1.0	---	---	---	---	---	---	---	---	---	---	---	---	---	R	---	R	I	I	I	R	---	---	---	---
	RN	WIC Nurse Breastfeeding Coordinator	No	No	.16	R	R	R	R	R	R	R	R	R	F	---	R	F	---	F	F	F	F	---	R	---	---	---	R
	RN	WIC Nurse	No	No	.25	R	R	R	R	R	R	R	R	R	---	---	R	---	---	---	---	---	---	---	---	---	---	---	F
		Nutritionist	No	No	.2	R	R	R	F	R	R	R	R	R	---	---	R	---	---	---	---	F	F	F	---	---	---	---	---
	RD	WIC Nutrition Coordinator	No	No	.25	R	R	R	R	R	R	R	R	R	---	---	R	---	---	---	---	F	F	F	---	---	---	---	F
		WIC Clerk	No	No	.30	---	---	---	---	---	---	---	---	---	---	---	---	R	---	R	F	F	F	---	---	---	---	---	---
	RN	WIC Nurse	No	No	.30	R	R	R	R	R	R	R	R	R	---	---	R	---	---	---	---	---	---	---	---	---	---	---	---
	RN	WIC Nurse	No	No	.30	R	R	R	R	R	R	R	R	R	---	---	R	F	---	F	F	F	F	---	---	---	---	---	R
		Interpreter	No	No	.01	---	---	---	---	---	---	---	---	---	---	---	---	---	---	R	---	---	---	---	---	---	---	---	---
	RN	Health and Nutrition Director	No	No	.10	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	R	F	---	---	

