



Position Announcement

The following job opportunity is available with the Inter Tribal Council of Arizona, Inc. located at 2214 North Central Avenue, Phoenix, AZ 85004

Open as of: November 29, 2016

Closing Date: Open until filled

WIC PROGRAM INTEGRITY COORDINATOR

Salary Range: \$50K-\$52K (DOE) Benefits: Medical, Dental, Basic Life & 401(k)

Under the direction of the WIC Director, the Program Integrity Coordinator effectively manages the program integrity, certification, civil rights and monitoring areas of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). Management activities include interpreting, developing, training and monitoring on policies and procedures; writing documents and reports; and investigating and taking action on client fraud and program abuse.

Duties and Responsibilities: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

- Develops, documents and implements a program integrity plan including evaluation of the effectiveness of the plan.
- Provides on-site and telephone technical assistance to local agencies and state agency staff to ensure compliance with federal regulations and policies and ITCA policies and procedures.
- Reviews, understands, interprets and implements USDA regulations and policies related to certification, monitoring and program integrity.
- Develops, documents, implements and evaluates ITCA goals and objectives related to certification, monitoring, civil rights and program integrity considering program needs and available resources and data.
- Develops, updates and implements monitoring tools and resources for use by ITCA and local agency staff in monitoring staff and programs.
- Reviews, updates and maintains the civil rights, monitoring and certification sections of the state plan, WIC Policy and Procedure Manual and other sections related to program integrity and submits for review to WIC Director.
- Develops reports and effectively uses data and reports to evaluate, manage and improve program integrity and WIC services.

KNOWLEDGE, ABILITIES AND SKILLS:

- Familiar with or able to learn and apply the federal WIC regulations and policies and ITCA WIC policies and procedures.
- Knowledge of federal nutrition programs and Indian tribal governments.
- Demonstrated ability to plan, organize and direct projects.
- Strong ability to develop, implement and monitor administrative policies and procedures.
- Demonstrated experience in program management.
- Expertise in investigation of fraud and/or program abuse.

EDUCATION REQUIREMENTS AND EXPERIENCE:

Master's Degree in public health, public administration, nutrition plus 1 year experience or a combination of education and experience that is equivalent. Valid driver's license and submit to a background check. Must be willing and able to travel in State.

To obtain an application, visit our website: www.itcaonline.com

Relocation expenses not available.

Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace

Ak-Chin Indian Community
Cocopah Tribe
Colorado River Indian Tribes
Fort McDowell Yavapai Nation
Fort Mojave Indian Tribe
Gila River Indian Community
Havasupai Tribe
Hopi Tribe
Hualapai Tribe
Kaibab Band of Paiute Indians
Pascua Yaqui Tribe
Pueblo of Zuni
Quechan Tribe
Salt River Pima-Maricopa Indian Community
San Carlos Apache Tribe
San Juan Southern Paiute Tribe
Tohono O'odham Nation
Tonto Apache Tribe
White Mountain Apache Tribe
Yavapai-Apache Nation
Yavapai-Prescott Indian Tribe