

WIC Competencies Guidance

These competencies outline the skills and knowledge that should be demonstrated in each position at WIC. They serve as a basis for job performance, staff development and evaluation. They are a starting point, not an end in itself; from competencies many activities can be created such as orientation trainings and job performance checklists. Currently, WI WIC is working on developing a comprehensive orientation plan for all newly hired WIC staff and the competencies will guide this activity. Until that is finalized, staff can use this manual as they see fit. There are competencies for all local WIC staff and other competencies that are for specific job roles, as well as competencies for anyone who conducts staff development.

Before reading the specific competencies, review the following description of what competencies are and an explanation of the table that is used in this manual. *Be aware that all efforts have been made to ensure that the resources listed are current and that information is accurate, but mistakes do happen. Please let the WIC Training Coordinator know of any errors. Thanks!*

What are Competencies?

Competencies are broad objectives for job performance.

Competencies provide a road map for understanding the overall duties of a specific job.

Competencies are NOT detailed instructions on how to do a job.

Competency Table

COMPETENCY AREA	COMPETENCIES	SUB - COMPETENCIES	NOTES/RESOURCES
Language Proficiency	Demonstrates proficiency in dual languages	Demonstrates ability to comprehend and speak at an advanced level in both languages	Policy: xxxxx