

310.24

Vendor Liaison Guidelines

Qualifications and Requirements

Qualifications The vendor liaison must have a high school diploma or the equivalent.

Desirable skills The vendor liaison must have the ability to maintain good rapport and work with local vendors.

Travel requirements Travel to outlying vendors may be required.

Supervision of the vendor liaison The vendor liaison is responsible to either the director of the local employing agency, the agency’s WIC program coordinator and/or clinic manager, and may receive technical assistance from agency professional staff and staff at the State WIC office.

Responsibilities

- Responsibilities** The vendor liaison must:
- Attend regional vendor trainings when requested,
 - Attend agreement signings when requested,
 - Visit assigned local vendors yearly by performing routine vendor monitoring visits. More information about these visits can be found in Policy 450.25, and
 - Perform other related duties as assigned by the WIC program coordinator, clinic manager, or State WIC staff.
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