

Community Action of Southeast Iowa In-House Ad

Please Post: June 16 through June 22, 2020

Title: WIC – Site Supervisor

Base: Muscatine, IA

Wage: \$ 20.10 per hour

Classification: Full Year / Full Time – 40 hrs / week

JOB DUTIES INCLUDE:

1. Maintain confidentiality.
2. Functions as the Competent Professional Authority (CPA) for WIC certifications.
3. Oversees accurate completion of clinic reports and records.
4. Supervises the Muscatine clinic staff members. Organizes and manages the Muscatine clinic sites, including determination of clinic sites, hours of service and scheduling.
5. Ensures linkage with the Muscatine Board of Health is established so WIC remains within the scope of public health practice at the community level.
6. Oversees outreach activities as assigned, including serving as a health professional representing the WIC program and Agency to the public, providing program information to interested professionals, outside agencies, organizations and individuals.
7. Attend meetings, conferences and workshops as required.
8. Model professional behavior and Agency dress code.

JOB QUALIFICATIONS:

1. Bachelor's Degree required. Must have current Iowa licensed Registered Nurse or Licensed Dietitian.
2. Must have prior Supervisory experience.
3. Must be at least 18 years of age.
4. Ability to lift and/or move up to 15 pounds and occasionally lift and/or move up to 50 pounds.

If interested in applying for this position, contact Community Action of Southeast Iowa, 2850 Mt Pleasant St, Suite 108, Burlington, IA 52601, or call (319)753-0193, and submit an updated agency application by 5:00 pm Monday, June 22, 2020.

HEAD START Parents: The above position is currently being advertised to staff. Your application will be considered if no staff apply.

Affirmative Action / Equal Opportunity Employer