

COMMUNITY ACTION OF SOUTHEAST IOWA
JOB DESCRIPTION

Job Title: Nurse
Department: Women, Infants and Children (WIC)
Reports to: WIC Director

SUMMARY: Responsible for conducting the certification process for each participant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed.

1. Maintain confidentiality.
2. Functions as the Competent Professional Authority (CPA) for determination of program eligibility and certification; following assessment of individual anthropometric, biochemical and dietary data, either certify or deny participation in the program on the basis of nutritional risk.
3. Tailor the food package to best meet individual participants' dietary needs.
4. Assist in referring participants to other sources of health care as needed, documentation and follow-up of referrals made.
5. Provides basic information and education concerning infant, child, maternal and breastfeeding health to participants.
6. Attends appropriate state and area meetings as needed.
7. Model professional behavior and Agency dress code.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Valid and current Registered Nurse (RN) Iowa license; prefer prior pediatric work experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, legal documents, general business periodicals, professional journals, or governmental regulations. Candidate should have ability to write reports and business correspondence, as well as the ability to effectively present information and respond to questions from managers, clients and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and apply concepts such as fractions, percentage, ratios, and proportions to practical situations. Ability to work with mathematical concepts such as probability and statistical inference.

COMPUTER SKILLS: Know basic computer operations and working with Windows and email. Use work processor for simple documents. Successful candidate must be willing to learn WIC specific software and Internet.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Must be able to maintain confidentiality.

CERTIFICATES, LICENSES, REGISTRATIONS: Successful candidate must have current RN license in the state of Iowa. Upon hire, must obtain (or have) current Blood-borne Pathogens training, and current TB testing as required by state law.

OTHER REQUIREMENTS: Must be able to travel throughout the five (6) county service area regularly and travel occasionally within the state. Must have a current and valid driver's license, access to a vehicle and be insurable.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, stoop, kneel or crouch. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms, sit on floor or low chair, and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Work in clinic settings with children ages 0 – 5.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, and exposed to childhood illnesses. The noise level in the work environment is usually moderate.

Revised 11/2024

Reviewed by: Sheri M. Wilson, Executive Director

Date: _____

Signature: _____

Date: _____