

COMMUNITY ACTION OF SOUTHEAST IOWA
JOB DESCRIPTION

Job Title: Registered or Licensed Practical 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. Function as the Competent Professional Authority (CPA) for the determination of program eligibility and certification; following assessment of individual anthropometric, biochemical, and dietary data, it either certifies or denies participation in the program based on nutritional risk.
2. Work as part of the team to coordinate and ensure nutrition education for all participants, both on an individual and group basis; monitor all materials used in the education program; ensure that all WIC participants receive at least two nutrition education contacts per certification period; document education received into participant records; and provide in-depth individual nutrition counseling as needed or requested by a participant.
3. As part of the certification process, conduct any or all of the following tests necessary for assessing nutritional risk: nutrition assessment, measurement of length/height and weight, hemoglobin/hematocrit, and the health assessment.
4. Develop the food packages to best meet individual participants' dietary needs.
5. Assist in referring participants to other sources of health care as needed, documentation, and follow-up of referrals made.
6. Provides basic information and education concerning infant, child, maternal, and breastfeeding health to participants.
7. Works with the Director in planning and providing general health training to other staff as needed.
8. Attend and participate in WIC nutrition meetings, conferences, and committees as assigned. Model professional behavior and the 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 the knowledge, skills, and abilities 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) or Licensed Practical Nurse, 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. A candidate should have the 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, percentages, 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 work with Windows and email. Use a word processor for simple documents. A successful candidate must be willing to learn WIC-specific software and the 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: The Successful candidate must have a current RN or LPN license in the state of Iowa. Upon hire, must obtain (or have) current Bloodborne Pathogens training, as required by state law.

OTHER REQUIREMENTS: Must be able to travel throughout the five (5) county service area regularly and travel occasionally within the state and/or nationwide. Must have a current and valid driver's license, access to a vehicle, and be insurable. Upon hire, must have or obtain current Bloodborne Pathogens training.

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 the floor or a low chair, and climb or balance. The employee must regularly lift and move up to twenty-five (25) 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 to childhood illnesses. The noise level in the work environment is usually moderate.

Revised 11/2019, 05/19/2025 02/27/2026

Reviewed by: Sheri M. Wilson, Executive Director

Date: _____

Signature: _____

Date: _____