



An Equal Opportunity Employer

POSITION: Registered Nurse/CPA

REPORTS TO: Executive Director

SALARY: As per agency salary schedule FLSA: Exempt

JOB SUMMARY: The person in this position completes baseline medical and nutrition assessments, program certification of eligible clients, assessment of individual nutrition data, nutrition education and provides health education and anticipatory guidance for women and children participating in the WIC supplemental food and nutrition program.

Essential Duties:

1. Demonstrates history taking skills and technical skills necessary to complete program assessments, which include:
 - a) Height/Weight and growth chart.
 - b) Hemoglobin
 - c) Health history with documentation in IWIN
 - d) Immunizations
 - e) Blood Lead screenings
2. Share in the responsibility for referral of WIC participants to other sources of health care as needed, including accurate documentation and follow-up of all referrals.
3. Provide health care education, breastfeeding education, and appropriate anticipatory guidance in the infant area to WIC participants.
4. Attend/complete required program/employee training and workshops in the areas of pediatric and maternal health. Maintain current medical and professional status.
5. Full time RN to work as a Certified Professional Authority (CPA) as Director of the UDMO, Inc. WIC Program

Other Duties and Responsibilities:

1. Maintain adequate stock of all needed nursing supplies at central office and at clinic; stock RN clinic boxes. Transport or arrange for transport of immunization supplies to clinic.
2. Assist with fuel purchasing and driving of agency vehicle as needed. Assist with loading/unloading and clinic set-up.
3. Answer questions on programmatic/agency activities. Attend required staff meetings.
4. Other duties as assigned.

Knowledge, Skills, and Abilities:

1. Registered Nurse in the State of Iowa.
2. Public Health nursing experience desirable; up-to-date immunization knowledge.
3. Good communication skills, both written and verbal.
4. Ability to work as a team member to meet programmatic goals.
5. Ability to travel within an eight county area; work a later afternoon if clinic schedule extends.
6. Ability to perform medium heavy work, exerting up to 50 pounds of force on occasion, up to 20 pounds frequently, and up to 5-10 pounds constantly, performing such activities as stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, including some duties requiring repetitive motion for limited amounts of time.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties are intended to describe those functions essential to the performance of the job, and “other” duties include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Reviewed 12/2015

My signature below indicates that I have received and reviewed the duties listed on my job description. I also understand that I should contact my supervisor if I have any questions or concerns regarding this job description.

Employee

Date

Print Name