

Community Action Program, Inc. of Western Indiana Job Description

Position: WIC Competent Professional Authority (CPA)

Immediate Supervisor: WIC Coordinator

Supervisory Responsibility: None

Job Base: WIC Clinic(s) As Assigned

FLSA Status: Non-Exempt

Classification: 9

Effective: June 2021

General Summary of Position:

Primarily responsible for health screening, nutritional assessments, nutrition counseling, breastfeeding support and counseling, referral to other programs and certification of WIC participants. Assists with development and implementation of the nutrition education program plan and provide high risk nutrition counseling and classes as specified by the program plan.

Essential Functions:

1. Plan and teach nutrition education classes, prepare nutrition education materials and displays, and maintain files of resource materials.
2. Assist with the development of the annual nutrition education plan and its evaluation.
3. Responsible for client certification, assessing medical and nutritional status, to include anthropometric measurements and hemoglobin testing.
4. Complete medical data updates and midyear certifications.
5. Prescribe food packages and provide nutrition counseling based on client need.
6. Refer clients to appropriate community agencies.
7. Assist with promotion of the WIC program in the community.
8. Assist WIC staff in assessing client nutritional needs and provide in-house nutrition consultation and in-service.

9. Record client contacts and summarize clinical data for evaluation, planning, and reporting purposes.
10. Evaluate and follow-up on high risk participants.
11. Monitor immunizations up to the age of 2 years.
12. Assist in maintaining allocated caseload.
13. Must be an advocate of breastfeeding and may, dependent upon staffing, be required to coordinate the breastfeeding component.
14. Provide special literacy and language skills to address the diversity of the population by using Relay System and Propio.
15. Participate in in-service education, conferences, staff meetings, and provide nutritional information to other staff
16. Complete cleaning log and temperature log for the HemoCue Analyzer and Masimo machine.
17. Other duties may be assigned dependent upon Agency need and demonstrated capabilities.
18. Adhere to all applicable policies and procedures in support of all programs in accordance with Agency philosophy and intent.

Core Performance Responsibilities:

A critical part of employee performance is the consistency of the employee in following Agency standards, rule and regulations, concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

Qualifications:

1. Must be a Registered Dietitian (RD); OR Registry Eligible Dietitian (RDE) (American Dietetic Association Commission on Dietetic Registration; OR Bachelors or Masters Degree in any of the following: Dietetics, Nutrition or Nutrition Sciences, Public Health Nutrition or Community Nutrition, or Clinic Nutrition; or a Registered Nurse (RN).

2. Must complete the State WIC Nutrition Education Training and Clinic Services Training within 6 months of employment.
3. Basic knowledge of computers and keyboarding skills required.
4. Prefer individual with working knowledge of community resources and existing referral systems, and knowledge of social, cultural, and economic problems as they apply to public health nutrition.
5. Ability to function as a member of a team.
6. Ability to analyze and evaluate nutritional data and services.
7. Must establish and maintain effective working relationships with the public participants and Agency staff.
8. Must possess good verbal and written communication skills.
9. Must possess ability to plan and organize work effectively.
10. Must possess valid driver's license to travel in assigned area, and be willing to travel for meetings, trainings, and over-night conferences when necessary.
11. Must carry liability insurance on personal vehicle and provide proof of such to Personnel Department upon request.
12. Respect at all times the participant's right to confidentiality and sign a confidentiality statement.
13. Visual reading and manual writing required. Must be able to stoop, bend, climb, lift, and carry.