

WEST CENTRAL DEVELOPMENT CORPORATION

Job Description	WIC Assistant
Latest Review Date: 06/09/2009	Grade Level: 5
Effective Date: 03/14/2002	Reports to: WIC Nutritionist/Administrator

POSITION PURPOSE

The WIC Assistant will assist the Clerk, Dietitian or Nurse as available to maintain client flow through the clinic and interpret for WIC clients if bi-lingual.

PRINCIPAL DUTIES AND RESPONSIBILITIES

If bi-lingual interpret for Spanish speaking clients as they go through the clinic as needed.

Assisting families by working with children and infants while parent or guardian are with WIC CPA or clerks.

Assists in furnishing needed supplies, records, and equipment to clinic sites, outreach office, etc.

Assists in measuring the weight and stature of WIC Clients.

Demonstrate physical abilities as defined in attached Physical Requirements Analysis.

Performs other related duties as assigned by Nutritionist/Administrator to insure effective program operation.

KNOWLEDGE, SKILLS, AND ABILITIES

If bi-lingual, ability to communicate well and work effectively with low-income individuals, especially non-English speaking clients.

Ability to handle confidential work with tact and discretion.

Maintains a current Iowa Driver's License and safe driving record.

EDUCATIONAL DEVELOPMENT AND WORK-RELATED EXPERIENCE

Prefer High School Diploma or Equivalent.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities 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.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by *West Central Community Action* on an "at will" basis.

Reviewed with _____
Employee

Date _____

Reviewed by _____
Supervisor

Date _____