



## Job Description

Job Title: RCPC – CPA Competent Professional Authority  
Department: WIC  
Reports to: WIC Manager and Clinical Supervisor  
FLSA Status: Non – Exempt / Full Time  
Revision Date: November 15, 2010

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### **GENERAL POSITION SUMMARY**

Under the direct supervision of the Clinical Supervisor and WIC Manager, the WIC CPA primary responsibility is to ensure the delivery of program services in compliance with State and RCPC's guidelines, policies and procedures. Responsibilities of this position would include eligibility determination, nutrition counseling, community referrals, prescribing food packages, appointment scheduling and accurate documentation of those services utilizing the Alaska WIC software system. The CPA provides participant centered nutrition education for individual and groups. The CPA will promote breastfeeding as the optimum way to feed a baby

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Screens applicants for eligibility. This requires interviewing applicants to determine and verifying income for the household, and computing the information using electronic software for determination.
- Provides participant centered nutrition counseling and referral services for WIC clients
- Completes a nutrition assessment for WIC applicant, utilizing the information to accurately assess nutrition risk and provide nutrition and health recommendations for the WIC participant.
- Breastfeeding promotion for WIC clients, community partners, and health providers. Refers breastfeeding clients to the Breast Feeding Peer Counselor program.
- Prescribes WIC Food packages tailored to the participant's needs, issuing warrants following Alaska WIC policies and procedures.
- Schedules and maintains appointments in computerized database
- Refers high risk clients to Registered Dietitian services for additional nutritional counseling.
- Provides receptionist services. Including checking in clients, making appointments, keeping the clients data base updated, operating a multi-line phone system, warrant issuance, and customer services for RCPC. Excellent Customer Service is an integral part of RCPC receptionist services.
- May be required to act as a purchasing agent for the department, to monitor and maintain program supplies inventory, using RCPC's authorized methods.
- Completes client's WIC transfers of participation services.
- Knowledgeable and detailed operation of the Alaska WIC software for warrants preparation, distribution and record's maintenance.
- When required, completes health measurements on all applicants. This includes height, weight and blood samples. These measurements need to be completed following methods approved by the State of Alaska WIC program as ensured by the Clinical Supervisor.
- Provides clerical duties including the use of a copier, fax, computers and other office equipment, filing, and web based operations and light office housekeeping duties.
- Other Duties may be assigned.



**Additional Duties**

- Assist in agency functions when required.
- Participate in WIC and agency meetings.
- May be required to travel short distances and work for small periods of time in other RCPC WIC locations, including FT. Wainwright and Eielson AFB. Long distance travel may also be required for training purposes.
- Other duties as assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

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, skill, and/or ability required.

- Avid multitasking
- Detail oriented with a high level of accuracy; motivated and willing to take initiative
- Team oriented
- Maintain strict confidentiality
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Dependable
- Experience and/or desire to work in a non-profit environment and with families and children

**MINIMUM EDUCATION/EXPERIENCE:**

- Minimum High School Diploma or GED Equivalent
- CPA (Competent Professional Authority) or desire and completion of the CPA program within 12 months of hire.
- Proven knowledge of Microsoft Office and Windows Systems
- Minimum one (1) year of office setting experience and reception.

**EXPERIENCE PREFERRED / ADDITIONAL EDUCATION/:**

- Bachelor's Degree in Sciences such as Dietetics, Nutritional Science, Community Nutrition, Clinical Nutrition, Public Health with emphasis in Nutrition, Sociology, Social Work, Human Services, Registered Nurse, and Health and Social Services.
- Two (2) Years of medical office experience including anthropometric measurements and capillary finger sticks on adults, infants and children.
- Bilingual

**PHYSICAL DEMANDS**

The physical demands and work environment 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.

- Prolonged sitting or standing for long periods of time.
- Frequent walking.
- Frequent bending, stooping, reaching, pushing and pulling.



- Occasionally will lift up to 20 pounds.
- Normal vision range.
- Frequent rapid mental/hand/eye coordination and manual dexterity.