



## MERCED COUNTY COMMUNITY ACTION AGENCY

1235 W. Main St, Merced, CA • (209) 723-4565 • FAX (209) 723-1543

MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds  
*Board Chairperson*

Brenda Callahan-  
Johnson  
*Executive Director*

### **JOB DESCRIPTION**

#### **DEGREED NUTRITIONIST or REGISTERED DIETITIAN/IMPLEMENTATION COORDINATOR** **SHORT TERM**

##### **WOMEN, INFANTS & CHILDREN (WIC) NUTRITION & HEALTH PROGRAM**

#### **DEFINITION:**

Under supervision of the Nutrition Education Coordinator, responsible for counseling of clients needing higher levels of nutritional intervention; participate in management activities of the Program; and do related work as required. This is a non-exempt position.

#### **EXAMPLE OF DUTIES:**

- Determine WIC program eligibility through use of WIC Management Information System (WIC MIS);
- Provide direct client services to those in need of higher levels of nutritional intervention;
- Create individualized nutrition education plans for participants, including those at high nutritional risk, and electronically document summaries of appointments;
- Provide nutrition education to WIC participants, including those at high nutritional risk, in group and individual settings using adult learning theories;
- Prescribe and issue appropriate WIC food packages to participants;
- Provide counseling and support to breast-feeding mothers;
- Assist in staff supervision and training;
- Working with State WIC eWIC contractors develop agency training schedule
- Coordinate local agency eWIC training and provide support for local staff
- Assist with the development of WIC class and outreach lesson plans and materials;
- Travel between work locations and occasionally travel outside of agency service area to attend regional and statewide meetings;
- Complete other duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Education:**

Bachelors Degree in Nutrition, Dietetics or related field from an accredited college or university. Completion of course work specified in the WIC Policy and Procedure Manual (WPPM). Degreed Nutritionist candidates must have completed coursework required to apply for Dietetic Internship.

##### **Experience:**

Minimum of 3 months of counseling experience in a paid or volunteer setting. Experience with low income multicultural, and multilingual populations.

##### **Knowledge of:**

- Normal therapeutic and community nutrition with emphasis on maternal, infant and child needs;
- Health promotion and disease prevention;
- Breast-feeding benefits, physiology and procedures;

##### **Ability to:**

- Interact and communicate clearly and effectively in a professional manner, both orally and in writing;
- Work independently and cooperatively with staff and clients;
- Utilize strong organizational skills;
- Demonstrate computer literacy and familiarity with audiovisual equipment operation;

- Maintain strict confidentiality of participant, employee, and agency records;
- Bilingual: English/Spanish desirable.

**OTHER REQUIREMENTS:**

1. Valid California driver's license and proof of minimum California vehicle insurance or ability to obtain upon assuming position.
2. Work occasional Saturdays and evenings.
3. Ability to walk, stoop and squat as needed; be able to lift and carry in excess of 40 pounds on a regular basis and to sit as much as 75 % of scheduled time, performing fine motor manipulation skills such as keyboarding and writing.

**IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO KEEP ALL REGISTRATIONS/LICENSES/CERTIFICATES CURRENT**

**SALARY RANGE:** Salary Dependent on Qualifications; Job Dates from November 2018 through June 2020

**JOB SITE:** Merced

**APPLY AT:** 1235 W. Main St. Merced; Application, Transcripts and Resume a must

**DEADLINE:** Open Until Filled

**THIS IS NOT A COUNTY POSTION**

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