



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**

### **REGISTERED DIETITIAN.** **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; participates in management activities of the Program; and does 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;
- Assist with the development of WIC class and outreach lesson plans and materials;
- Act as a liaison between clients and health care providers;
- 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:**

Bachelor's or Master's Degree in Nutrition or Dietetics or related field from an accredited college or university. Current valid registration with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

##### **Experience:**

Two years of counseling experience. Completion of a Dietetic Internship may be substituted for 1 year of counseling experience. Experience with low income, multicultural and multilingual populations, WIC and WIC MIS experience preferred.

Continued ...

**Knowledge of:**

- Normal therapeutic and community nutrition with emphasis on maternal, infant and child needs;
- Health promotion and disease prevention;
- Learner / adult centered learning theories as applied to nutrition and health instructional Materials;
- 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;

**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:** With CLC - Range: 74.0-1: \$30.31/hrly  
Without CLC - Range: 73.0-1:\$28.86/hrly  
40hrs/week + Benefits 1<sup>st</sup> of the month after 30 days of hire date

**JOB SITE:** MERCED

**APPLY AT:** MCCA, 1235 W. Main St. Merced – APPLICATION, TRANSCRIPTS AND RESUME A MUST

**DEADLINE:** **Open Until Filled**

**THIS IS NOT A COUNTY POSTION**