



MERCED COUNTY COMMUNITY ACTION AGENCY  
1235 W. Main Street, 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*

**OPEN POSITION**  
**JOB DESCRIPTION**  
**SUBSTITUTE WIC NUTRITION ASSISTANT**  
**WOMEN, INFANTS & CHILDREN (WIC) NUTRITION & HEALTH PROGRAM**

**DEFINITION:**

Under direct supervision of the assigned Site Supervisor or the Assistant Site Supervisor, responsible for verifying and certifying participants in the WIC Program; counseling clients on nutritional needs; distribute food vouchers and do related work as required. The Substitute WIC Nutrition Assistant will cover various WIC locations where needed as an on-call employee. The WIC Nutrition Assistant will cover employees that are (sick, on leave, and or vacation). This is not a full-time position. This is a non-exempt position.

**EXAMPLE OF DUTIES:**

- Complete WIC enrollment screening, eligibility determinations and certifications;
- Conduct nutrition assessment, record individual education plan, prescribe the most appropriate food instrument for the WIC participant and provide individual nutrition education;
- Conduct group nutrition education sessions;
- Provide counseling and support to breast-feeding mothers;
- Review participant files to insure that records are accurate and complete;
- Answer phones and general office work as assigned;
- Provide translation assistance for non-English speaking participants if job application indicated bilingual skills;
- Travel to other sites as assigned or provide assistance at other sites as needed.

**EMPLOYMENT STANDARDS:**

**Education:**

High School graduate or equivalent; college level nutrition class.

**Experience:**

Minimum two years WIC experience as a WIC Nutrition Assistant (WNA). Must have certificate of achievement as a California WIC Nutrition Assistant (WNA).

**Knowledge and Abilities:**

Knowledge of modern office practices and procedures; type 40 wpm, computer literate; accurate maintenance of records and reports. Ability to work independently and cooperatively with staff and clients; communicate effectively, both orally and in writing. Bilingual English / Spanish preferred. Maintain confidentiality.

**LICENSES AND OTHER REQUIREMENTS:**

1. Valid California driver's license, current DMV report and proof of minimum California vehicle insurance.
2. WNA Certification (California certified).
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.
4. Applicant must pass criminal background check and pre-employment physical.

**IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THIS POSITION**

**SALARY RANGE:** Step Range: TBD

**JOB SITE:** ON CALL

**APPLY AT:** MCCA, 1235 W. Main St. Merced; [www.mercedcaa.org](http://www.mercedcaa.org)

**DEADLINE:** Open Until Filled