



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*

### **JOB DESCRIPTION**

#### **ASSISTANT SITE SUPERVISOR / IBCLC – Part Time** **WOMEN, INFANTS & CHILDREN (WIC)** **NUTRITION & HEALTH PROGRAM**

#### **DEFINITION:**

The Assistant Site Supervisor generally will function as a breastfeeding expert, under the direct supervision of the Lactation Coordinator. The Assistant Site Supervisor will provide nutrition counseling, group education, food voucher distribution and appointment scheduling. The Assistant Site Supervisor assists the Lactation Coordinator with all of the tasks related to Continuous Quality Improvement and mentoring PC's and other WIC staff. In the temporary absence of the Lactation Coordinator, the Assistant will assume supervisory responsibilities for Peer Counseling staff. This is a non-exempt position.

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

- Conduct nutrition assessment, develop individual education plan, prescribe the most appropriate food instrument for the WIC participant and provide individual nutrition education
- Provide assistance with breastfeeding problems outside the Peer Counselor's scope of practice;
- Provide breastfeeding counseling to high risk participants who are referred by Peer Counselors;
- Conduct group breastfeeding education sessions;
- Distribute and provides security for food vouchers;
- Complete inventory reports and void reconciliation;
- Review participant files to insure that records are accurate and complete;
- Assist and/or supervise Peer Counselors in the absence of Lactation Coordinator;
- Provide technical and emotional support to breast-feeding mothers;
- May pick up and deliver supplies from administration office to site;
- Travel to other sites as needed to provide assistance with breastfeeding; attend meetings as required.

#### **EMPLOYMENT STANDARDS:**

##### **Education:**

High School graduate. College level nutrition class. Possession of current IBCLC certification.

**Experience:**

Three years WIC experience as a Nutrition Assistant II preferred. Must have certification of WIC training with evaluations meeting job requirements.

**Knowledge and Abilities:**

Knowledge of modern office practices and procedures. Computer literate with typing speed of 40 wpm. Ability to accurately compile and maintain records and reports. Extensive knowledge of breast feeding benefits, physiology and support. Ability to work independently and cooperatively with staff and clients; ability to communicate effectively, both orally and in writing.. Bilingual English / Spanish preferred. Maintain confidentiality

**LICENSES AND OTHER REQUIREMENTS:**

1. Valid California driver's license, proof of minimum California vehicle insurance.
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 the scheduled time, performing fine motor manipulation skills such as keyboarding and writing.

**SALARY RANGE:** \$18.31/hourly, Salary Range 59.7-5; 8 hours/day; 3 days/week  
**JOB SITE:** Los Banos, Mercy Hospital and O'banion  
**APPLY AT:** MCCA, 1235 W. Main St. Merced (application and IBCLC certificate)  
**DEADLINE:** Open Until Filled

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

**THIS IS NOT A COUNTY POSITION**