



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

Internal Only - JOB ANNOUNCEMENT

NUTRITION ASSISTANT- Part Time

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

Overview:

Under direct supervision of the assigned Site Supervisor or Assistant Site Supervisor the Nutrition Assistant I is responsible for screening participants in the WIC Program, printing food vouchers; scheduling appointments and directing participant flow. The Nutrition Assistant will complete the WIC Nutrition Assistant certification training manual under the supervision of the Nutrition Education Coordinator or their designee. This position will travel as needed to our satellite sites. This position classification occasionally works on Saturdays under an Alternate Work Schedule (AWS). In accordance with FLSA criteria this is a non-exempt position classification.

Essential Functions:

- Completes WIC enrollment screening, eligibility determinations and certifications as directed;
- Conducts nutrition assessment, records individual education plan, prescribes the most appropriate food instrument for the WIC participant and provides individual nutrition education;
- Conducts group nutrition education sessions;
- Provides counseling and support to breast-feeding mothers;
- Reviews participant files to insure that records are accurate and complete;
- Answers phones and general office work as assigned;
- Provides translation assistance for non-English speaking participants if job application indicated bilingual skills;
- Works occasional Saturdays and evenings;
- May work Saturdays in conjunction with an AWS, every effort will be made to accommodate the reduced hours (hour-for-hour) on a weekday of their choosing;
- Travels to satellite sites as assigned and/or provides assistance at other sites as needed; and
- Performs other related duties as directed.

Experience, Knowledge and Abilities:

- Minimum one year general office work;
- Experience with low income, multicultural and multilingual populations;
- Must have intermediate working knowledge of MS Office Suite;
- Type at least 40 wpm;
- Must be detail oriented and well organized;
- Ability to work independently and cooperatively with staff and clients;
- Communicate effectively, both orally and in writing;
- Maintain confidentiality;
- Bilingual: English/Spanish, English/Punjabi preferred.

Education:

High School graduate or GED and college level nutrition classes required.

Licenses:

Valid California driver's license; a current DMV driving record printout and proof of minimum California vehicle insurance required coverage limits.

Physical Requirements:

Must have the ability to walk, stoop and squat as needed; 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 with or without accommodations.

Environment:

This position classification works indoors most of the time in an office environment without windows. He/she works with the public on a regular basis. May be exposed to inclement weather while traveling from site to site.

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

The American Federation of State, County and Municipal Employees (AFSCME – Local 2703), AFL-CIO represents this position under an Agency agreement.

SALARY RANGE: \$11.46/hourly, Salary Range 54.1-1; 8 hours/day; 3 days/week
Must be available for training the first 3 months 5 days per week in Merced
JOB SITE: Mariposa
APPLY AT: MCAA, 1235 W. Main St. Merced (Application and Transcripts a must)
DEADLINE: **Monday, October 16, 2017**

THIS IS NOT A COUNTY POSTION

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