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

NUTRITION ASSISTANT I (Part-Time)
Bilingual (English/Punjabi)

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

OVERVIEW:
Under direct supervision of the assigned Site Supervisor or Area Manager the Nutrition Assistant I is responsible for screening participants in the WIC Program, issuing food benefits; 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. This is a non-exempt position. This is a union represented position.

ESSENTIAL FUNCTIONS:
- Under direction complete WIC enrollment screening, eligibility determinations and certifications;
- Conduct nutrition assessment, record individual education plan, prescribe the most appropriate food benefits for the WIC participant and provide individual nutrition education;
- Conduct group nutrition education sessions;
- Complete appointments assigned phone appointments;
- Provide counseling and support to breastfeeding mothers;
- Review participant files to ensure 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

EXPERIENCE & KNOWLEDGE:
Minimum one-year general office work. Knowledge of modern office practices and procedures; type 40 wpm, computer literate; accurate maintenance of records and reports. Experience with low income, multicultural and multilingual populations. Ability to work independently and cooperatively with staff and clients; communicate effectively, both orally and in writing. Maintain confidentiality. Bilingual English /Punjabi.

EDUCATION/ CERTIFICATIONS:
High School graduate or equivalent. College level nutrition class preferred

LICENCES AND OTHER REQUIREMENTS:
1. Bilingual English/Punjabi
2. Valid California driver's license, current DMV report and proof of minimum California vehicle insurance
3. Work occasional Saturdays and evenings

PHYSICAL REQUIREMENTS:
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 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.

***All JOB OFFERS ARE CONTINGENT UPON COMPLETING A BACKGROUND AND PHYSICAL.**

Salary Range Per Hour:

64.8	**$19.33**	**$20.29**	**$21.30**	**$22.37**	**$23.49**

BENEFITS: Enrollment for 403 B Retirement Plan after 30 days of employment

JOB SITE: Two days per week at the Livingston WIC clinic, one day per week at the main Merced WIC clinic (First 3 months of training at Merced site).

HOURS: 24 hours per week.

APPLY AT: https://www.mercedcaa.org/employment/

DEADLINE: Open until filled

THIS IS NOT A COUNTY POSITION

Revised 7/15/25