



**COMMUNITY BRIDGES**  
**PUENTES DE LA COMUNIDAD**

**Posted: September 11, 2015**  
**Open Until Filled**

**POSITION: EDUCATION SPECIALIST**  
**(BILINGUAL/BI-LITERATE SPANISH/ENGLISH REQUIRED)**

**PROGRAM: WOMEN, INFANTS & CHILDREN SUPPLEMENTAL NUTRITION PROGRAM**  
**A PROGRAM OF COMMUNITY BRIDGES**

**POSITION DESCRIPTION:**

Under general supervision by the Supervising Nutritionist, the WIC Education Specialist is a member of the WIC professional staff. The Education Specialist provides technical, educational, interpretive and office support for the Women, Infants and Children Program; performs related work as required.

**DUTIES AND RESPONSIBILITIES:**

1. Determines eligibility of potential program participants by obtaining and assessing medical, nutritional, personal and financial information; reviews eligibility determinations made by others. Explains eligibility requirements and program parameters to staff and participants.
2. Maintains required documentation of all individual and group client contacts in the WIC Integrated State Information System (ISIS).
3. Distributes WIC Food Instruments to program participants and maintains required documentation in ISIS.
4. Assesses status of other health and social indicators and refers clients to the WIC Dietitian as needed.
5. Provides Motivational Interviewing and individual education to participants on healthy eating and active living (HEAL) messages.
6. Conducts group education on HEAL, breastfeeding, and related health topics.
7. Refers clients to a wide variety of social and medical service agencies and resources.
8. Promotes breastfeeding among WIC clients, staff and community. Provides leadership to endorse breastfeeding as desired norm; promotes a breastfeeding friendly environment at the WIC site; incorporates breastfeeding promotion and supports in staff training.
9. In accordance with the Community Bridges Customer Service Plan, provides excellent customer service to clients, colleagues, and the public.

10. Conducts WIC outreach activities, and communicates effectively with other agency staff, participants, representatives of community agencies, and the public.
11. Stays current with findings, standards and practices in public health and WIC.
12. Demonstrates commitment to the mission of Community Bridges and the WIC Program.
13. Develops and maintains effective working relationships with other agency staff members, and with representatives of community groups, health service providers, other human service organizations, professional associations, and funding sources and regulatory agencies
14. Communicates tactfully, cooperatively, and effectively with other agency staff members, community organizations, and the public including people from different socioeconomic, racial, and ethnic, lifestyle and cultural backgrounds.
15. Assists the Registered Dietician with:
  - a. Implementing WIC program policies, procedures, and standards of care.
  - b. Planning and adjusting staffing, scheduling of services, and coordinating the schedule of services into ISIS.
  - c. Supervising and training the WIC Nutrition Assistants (WNA) to receive and maintain state certification for determining participant eligibility; interpreting nutrition service objectives; and, identifying the educational needs of the staff to provide ongoing staff development.
  - d. Planning and conducting regular staff trainings.
  - e. Planning and developing WIC classes and other educational or outreach projects.
  - f. Collaboration with other professionals and organizations to promote HEAL and breastfeeding among the WIC population. Participates on committees and collaborative groups as requested by the Program Director.

*Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.*

#### **MINIMUM QUALIFICATIONS:**

##### ***Knowledge of:***

- the principles and methods of implementing a public health education program;
- lifecycle nutrition needs;
- common medical nutritional risk factors in pregnant and breastfeeding women and small children;
- motivational interviewing and education techniques;
- local community resources available; and
- communication and conflict resolution strategies.

**Ability to:**

- teach HEAL education to WIC clients;
- train paraprofessionals in policies and procedures of the work;
- assign, direct and review the work of others;
- read and interpret complex procedures and regulations;
- utilize computer applications, including ISIS, Word, Excel and Power Point; and
- work independently, organize work, and set priorities.

**OTHER REQUIREMENTS:**

- Must hold one of the following credentials and have work experience in a public health or community service organization:
  - BA/BS in nutrition, or a BA/BS degree in a related field and equivalent experience.
  - DTR (Registered Dietetic Technician) and equivalent experience.
- Bilingual/Biliterate in Spanish/English required.
- Must be willing to work occasional weekends and evening hours.
- Must be willing to work at any WIC site.
- Upholds and follows established policies on confidentiality and security.
- Must pass a criminal background check and maintain a clean record.
- Must have a valid CA Driver's License, have access to drive a motor vehicle incidental to the performance of the work and be insured.
- Must be able to lift up to 25 pounds easily and routinely.

**RATE OF PAY AND HOURS:**

- This is a regular, non-exempt, 40 hour/week position.
- The entry rate of pay for this position is \$15.91-\$18.18/hr depending on experience (plus a \$.40/.10 per hour bilingual/biliterate differential after passing a test administered by the HR Department).
- Regular on-site attendance is required.

**UNION:**

The Education Specialist position is represented by the SEIU bargaining unit.

**BENEFITS:**

- For employee: paid medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.

- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

**TO APPLY:**

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

**COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Applicants shall not be discriminated against because of race, religion or religious dress and grooming, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, breastfeeding, gender, gender identity/expression, color, marital status, or medical condition.**