



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Posted: October 15, 2015
Open Until Filled

POSITION: NUTRITION ASSISTANT II
(BILINGUAL SPANISH/ENGLISH REQUIRED, BILITERATE PREFERRED)

PROGRAM: WOMEN, INFANTS & CHILDREN PROGRAM (WIC)—WATSONVILLE
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under the supervision of the Nutrition Assistant III and Registered Dietitian, provides technical, educational, interpretive and office support for the Women, Infants & Children nutrition program; performs related work as required.

DUTIES & RESPONSIBILITIES:

1. Interviews potential program participants; explains eligibility requirements, program procedures and regulations; gathers necessary information and forms as required to determine initial and continued eligibility. Maintains client confidentiality at all times.
2. Collects and assesses medical, nutritional, personal, and financial information submitted and determines WIC eligibility under state guidelines; certifies and recertifies WIC participants on a periodic basis, per current WIC policies and procedures. Maintains required state certification as a WIC Nutrition Assistant (WNA).
3. Provides individual and group nutrition and breastfeeding education for WIC clients as trained. Participates in ongoing training to stay current on how to counsel clients and teach new WIC classes. Refers clients to WIC nutritionists as required.
4. Uses a computer for full work days to enter and assess client information and notes in the WIC ISIS database. Also uses the internet and email for work related information and communications. Uses word processing applications, as needed.
5. Weighs and measures WIC clients, including infants, children, and women. Accurately records height and weight in ISIS per standard WIC procedures.
6. Handles telephone calls when covering the reception station. Provides information about the WIC Program by phone; answers telephone calls; schedules appointments for WIC clients by phone and in person; makes follow-up return and reminder phone calls. Utilizes an auto-dialer.
7. Distributes WIC Food Instruments (FIs) to program participants, maintains accurate records of such distribution as required, and follows all policies and procedures

8. pertaining to FI accuracy and security. Stays current on all program integrity processes pertaining to FIs.
9. Refers mothers to the WIC nutritionist or dietitian, lactation consultant, mother or baby's physician or nurse, public health programs in the community, and social service agencies according to established protocols. Uses a resource list to direct clients to physicians and dentists who accept Medi-Cal and Denti-Cal.
10. Provides Outreach Information about WIC services and distributes educational and referral brochures to clients and community partners to increase access to WIC and promote the WIC mission of improving nutrition and physical activity among WIC clients. May provide information about WIC through the media or public speaking.
11. Provide some verbal and written translation from English to Spanish, as needed to conduct routine WIC duties.
12. Participates in in-service training programs on a regular basis to stay current on WIC Program procedures, practices and projects, and consults with supervisors and WIC nutritionists to stay current in job skills. Reads assigned books, articles and training materials on nutrition, breastfeeding, and health related topics.
13. Performs a variety of general office support activities such as maintaining office organization, preparing correspondence, copying and filing, cleaning electric breast pumps, WIC waiting area, classroom, and work station organized and tidy.
14. Promotes good nutrition, physical activity and breastfeeding as the cultural norm, and actively supports the mission of the WIC Program.
15. Provides excellent customer service to internal and external customers supporting the values and goals of the WIC Program while adhering to WIC policies. Consults with supervisor as needed.
16. Develops and maintains effective working relationships with coworkers, supervisors, agency staff members, community partner organizations, and the public.
17. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

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.

EMPLOYMENT STANDARDS:

Knowledge of:

- common nutritional risk factors for pregnant or breastfeeding women and small children;
- basic benefits and techniques of breastfeeding;
- basic interviewing, counseling, and education techniques;

- basic communications, civil rights and culturally competency;
- ISIS documentation and food instrument issuance procedures; and
- appropriate referral agencies through which the WIC participants may obtain additional, necessary social and medical care services.

Skill in:

- educating parents;
- effective communication with persons of varied socio-economic backgrounds;
- identifying the need, and in referring clients to other social and medical care services;
- reading, interpreting, and applying complex regulations and policies;
- maintaining accurate records and preparing periodic reports;
- making presentations to individuals and groups; and
- developing and maintaining effective working relationships with clients, staff, agency staff members, community organizations, the public, including people from diverse racial, cultural and lifestyle backgrounds.

MINIMUM QUALIFICATIONS:

- Must be bilingual English/Spanish; Biliterate English/Spanish preferred.
- Must have some experience that demonstrates good verbal and written language skills.
- Must have experience and demonstrate skill in working directly with people, and in communicating in a culturally competent manner with an understanding of excellent customer service principles.
- Must demonstrate an interest in public health, life cycle nutritional needs, in learning about common nutritional risk factors for pregnant or breastfeeding women and small children, and in providing learner-centered education to WIC clients.
- Must be able to perform basic arithmetic calculations.

OTHER REQUIREMENTS:

- Must be able and willing to work at a computer station for full work days.
- Must be able and willing to work on a telephone for full workdays.
- Must be able to lift up to 20 pounds easily and routinely.
- Must obtain state certification for determining client eligibility.
- 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 willing to work at Watsonville, Santa Cruz and Ben Lomond WIC sites, as assigned.
- Must be willing to work some evening and occasional weekend hours.
- Must pass a criminal background check and maintain a clean record.

HOURS AND RATE OF PAY:

- This is a regular, non-exempt, 40 hr/wk position, although hours of actual work may vary, including some evening hours as needed.
- The entry rate of pay for this position is \$12.47/hr, DOE (plus a \$0.40/.10 per hour bilingual/biliterate differential after passing a test administered by the Human Resources Department).
- Regular, on-site attendance is required of this position.

UNION:

The Nutrition Assistant II 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 for 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 half hour 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, familial or parental status, marital status, or medical condition.