



**COMMUNITY BRIDGES**  
**PUNTES DE LA COMUNIDAD**

**Posted: May 4, 2023**  
**Open until filled**

**POSITION: WIC NUTRITION ASSISTANT (LIMITED TERM)**  
**(BILINGUAL SPANISH/ENGLISH REQUIRED, BILITERATE PREFERRED)**

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

*Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.*

**POSITION DESCRIPTION:**

Under the supervision of the WIC Site Managers and Supervising Nutritionists, provides technical, educational, interpretive and office support for the Women, Infants & Children nutrition program; performs related work as assigned.

**DUTIES & RESPONSIBILITIES:**

***Direct Client Services:***

- Greets and interacts with clients and the public in a cordial and welcoming manner, communicates with clients and the public by phone, text, email, video or in person to provide information, schedule appointments, reschedule missed appointments and send appointment reminders. Functions as the WIC receptionist and handles multiple calls, appointments and walk-ins maintaining a courteous and professional tone at all times.
- Interviews WIC applicants; explains eligibility requirements, program procedures and regulations; gathers necessary information and forms as required to determine initial and continued eligibility.
- Collects and assesses medical, nutritional, personal, and financial information submitted and determines WIC eligibility under state guidelines; certifies and recertifies WIC participants per current WIC policies and procedures. Utilizes approved texting, secure email, and telehealth platforms to obtain participant documents for certification and recertification. Maintains required state certification as a WIC Nutrition Assistant (WNA).

- Provides individual and group nutrition and breastfeeding education for WIC clients astrained. Assists Nutrition Education Coordinator with class preparation, including preparation of foods for demonstration. Utilizes approved texting and telehealth platforms to send educational materials and provide nutrition education to clients. Maintains required documentation of all individual and group client contacts in the WIC Web Information System Exchange (WISE).
- Provides manual and electric breast pumps to breastfeeding WIC clients per protocol; instructs client on how to use the pump and completes required documentation.
- Weighs and measures WIC clients, including infants, children and women. Accurately records height and weight in WIC WISE per standard WIC procedures.
- Refers mothers to the WIC nutritionist or dietitian, lactation consultant, breastfeeding peer counselor, 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.
- Provides some verbal and written translation from English to Spanish, as needed, to conduct routine WIC duties.

***Program/Administrative Support:***

- Provides WIC outreach information to clients, the public and community partners to increase access to WIC, to encourage WIC participation and promote the WIC mission of increasing breastfeeding and improving nutrition and physical activity among WIC clients. May provide information about WIC through the media or public speaking.
- Performs a variety of general office support activities such as maintaining office organization; preparing correspondence; copying and filing; cleaning electric breast pumps; and maintaining tidiness in WIC waiting areas, breakrooms demo kitchen, classroom, and work stations.
- May assist with special projects as assigned, including assisting Local Vendor Liaison with vendor complaints and vendor visits.

***Professional Conduct:***

- Participates in ongoing training to stay current on WIC Program policies and procedures, including how to counsel clients and teach new WIC classes. Reads email promptly, as well as assigned books, articles and training materials on nutrition, breastfeeding, and other job related topics.
- Provides excellent customer service to internal and external customers. Represents the goals and values of Community Bridges and of the WIC program, and actively promotes healthy eating, active living and breastfeeding as the cultural norm. Responds promptly to email, phone and written communication and consults with supervisor as needed.
- Promotes a breastfeeding friendly environment at the WIC site.
- Maintains client confidentiality at all times. Completes annual training on client

confidentiality and conflict of interest.

- Develops and maintains effective working relationships with coworkers, supervisors, agency staff members, community partner organizations, and the public.
- Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates 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;
- WIC WISE documentation and food benefit issuance procedures; and
- Appropriate referral agencies through which the WIC participants may obtain additional, necessary social and medical care services.

#### ***Skill in:***

- Utilizing technology and a variety of software and hardware for communications, datacollection and reporting, presentations and research;
- Counseling and educating parents;
- Using proper telephone etiquette and dealing efficiently and cordially with callers
- 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;

### **MINIMUM QUALIFICATIONS:**

- Must be bilingual English/Spanish; Biliterate English/Spanish preferred.
- Must be computer literate and able to learn Outlook and the WIC Web Information System Exchange (WISE).
- 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, use the internet, and email for work related information and communications.
- 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 complete and maintain state WNA certification for determining client eligibility.
- Must have a valid CA driver's license, drive a motor vehicle incidental to the performance of the work and be insured.
- Must be willing to work at Watsonville, Santa Cruz and Felton 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.
- Must be fully vaccinated against COVID-19, including a booster shot when eligible.

**We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.**

**UNION:**

The Nutrition Assistant position is represented by the SEIU bargaining unit.

**HOURS AND RATE OF PAY:**

- This is a limited term, non-exempt, 30-40 hr/wk position, although hours of actual work may vary, including some evening hours as needed.
- The agency rate of pay range for this position is \$19.20-\$26.41/ hour (plus \$.40 / .10 per hour bilingual/biliterate differential after passing a test administered by the HR department).
- Regular, on-site attendance is required of this position.

**BENEFITS:**

- Prorated holiday and sick leave based on a 40/hour week or will be prorated based on hours worked prior to commencement of 40/hour week schedule
- Paid lunch if applicable.

**TO APPLY:**

- Please submit your Community Bridges application by email (recruitments@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext.200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/careers/>
- 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 age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.**