



# THE COUNTY OF STANISLAUS

## HEALTH SERVICES AGENCY



### **Nutrition Assistant I/II**

**\$42,057.60- \$51,105.60 Annually**

Apply by May 19, 2025 or after 100 applications are received.

Bilingual applicants are encouraged to apply.

## THE POSITION

This is a part-time Nutrition Assistant I/II position. Nutrition Assistant I is an entry level classification within the Women Infant and Children (WIC) division reports to a WIC Staff Service Coordinator or Site Supervisor and provides nutrition education and assistance to qualifying participants from a variety of diverse backgrounds. Incumbents interview and/or assess women, infants, and children to determine eligibility for the Women, Infants, and Children (WIC) Supplemental Nutrition Program; assess nutrition and breastfeeding status and provide education, counseling, referrals and other information to program participants; and perform related duties as assigned. This level is distinguished from Nutrition Assistant II in that the latter classification performs work with a greater degree of independence and is certified by the State of California Department of Health Services as a WIC Nutrition Assistant.

## THE IDEAL CANDIDATE

The Health Services Agency (HSA) is looking for part-time team members who are interested in a career where you can make a difference in the health of our community through improved nutrition. The ideal candidate is energetic, team-oriented with strong customer service, communication and interviewing skills. The position requires the ability to work in a fast-paced environment and to have a passion for health and nutrition for mothers and their children. Candidates that are bilingual are highly sought after, to ensure we provide culturally competent services to all WIC participants.

**Bilingual applicants are encouraged to apply. Upon successful completion of our bilingual proficiency assessment, you'll receive an additional \$1 per hour in compensation.**

### 5 Reasons to choose Health Services Agency as your workplace:

*Health Services Agency is  
committed to supporting  
community health!*

#### ***Make a difference in the community***

Work with an incredible and committed team that genuinely cares about the work they do. Public Health offers a job that is essential to improving the health of our community.

#### ***Build community partnerships and friendships through collaboration***

Working in Public Health, you learn from many community agencies, healthcare partners, and education systems that combine resources to make a positive impact on the lives of others.

#### ***Current employees shared that it's a great place to work!***

Caring and compassionate co-workers, positive work culture, growth opportunities, and great job security.

#### ***Grow your skills and be innovative***

Working in Public Health offers many opportunities for professional growth. Further your professional skills in data analysis and community assessment, public speaking, meeting facilitation, and community engagement. Continue to learn about current topics such as health and racial equity and adverse childhood experiences.

#### ***Be part of something bigger***

Whether working directly with individuals, often those with the greatest need, or identifying the root causes of larger community challenges, Public Health is essential to promote healthy behaviors and protect the health of the entire community

# THE TYPICAL TASKS

Duties may include, but are not limited to the following:

- Interviews and determines eligibility of clients according to state and local guidelines based on nutritional assessment, income, residence status, and medical data;
- Informs eligible persons of program services, requirements, rules, and procedures, including WIC benefit usage;
- Assesses nutritional risk factors; refers high-risk clients to Public Health Nutritionist;
- Counsels and educates clients regarding basic nutrition, healthy dietary choices, and other factors which impact nutrition; acts as a resource to clients regarding other community services available and may contact agencies on clients' behalf; tracks client progress in WIC's data management system and makes dietary recommendations;
- Teaches classes in nutrition-related topics according to established curricula and training materials; suggests new classes or improvements to existing classes based on client' needs;
- Assists in the preparation of promotional and nutrition education materials;
- Issues to eligible clients and documents appropriately in WIC's data management system;
- Records and maintains client data; completes forms and reports; enters data into computer;
- Answers phones; responds to interactive text messages, provides general program information, forms and procedures to the public; schedules appointments;
- Performs various clerical tasks in connection with caseload;
- Provide breastfeeding education and support to prenatal and nursing women;
- Provides back up support for program staff during staff shortages;
- Other duties as assigned.

In addition to the above, the Nutrition Assistant II duties include but are not limited to:

- Disseminate promotional and nutrition education materials;
- Trains and mentors less experienced staff;
- Provide education to the Local Vendor Liaison Program; and
- Other duties as assigned, within the classification.

# MINIMUM QUALIFICATIONS

## KNOWLEDGE

- Principles of nutrition;
- Interviewing, counseling and teaching techniques;
- Types of available community resources;
- The problems, needs, attitudes and behavior patterns of physically, socially, educationally or economically disabled or disadvantaged people;
- Public relations technique;
- Office practices and procedures; filling and record keeping systems;
- Basic arithmetic;
- Family member roles and living environments;
- Characteristics or problems unique to the group in employment, education, health, economics and social customs, and current social movements of various populations;
- Commitment to centering health and racial equity; and
- Health and racial equity and the social conditions associated with health disparities.

## SKILLS/ABILITIES

- Accurately gather information to assess nutritional needs and progress;
- Present information clearly and effectively in a group setting;
- Formulate and make recommendations to clients regarding behaviors which impact nutrition;
- Use community resources to assist clients;
- Understand and accept differences in attitudes toward health and diet resulting from medical, financial, cultural and other factors;
- Understand and apply regulations, rules and procedures;
- Keep records and prepare reports;

*Here at the Health Services Agency...*

*We build community by  
promoting health and wellness  
through service and collaboration for all  
people in Stanislaus County!*

Scan the QR code to learn  
more about the department!



# MINIMUM QUALIFICATIONS CONT'D

- Perform basic mathematical computations;
- Read, write and speak English at a level necessary for successful job performance;
- Use computers and related equipment as necessary for job assignments;
- Communicate effectively, both orally and in writing, with staff, the general public, and with culturally diverse and economically disadvantaged clients;
- Understand and follow oral and written instructions;
- Understand the needs of diverse populations including ethnic and racial groups, LGBTQA+ communities; and
- Develop and maintain effective working relationships with agency staff wide variety of community organizations and the general public.

## EDUCATION & EXPERIENCE

### NUTRITION ASSISTANT I:

#### PATTERN I

- Two years of experience providing basic nutrition or health concepts or determining program eligibility to clients in a health, medical or social service.

#### PATTERN II

- Successful completion of 30 units with nine (9) semester units of coursework in nutrition, health, food science, food services management, public health, family and consumer sciences or closely related field at an accredited college or university; AND
- One year of experience providing basic nutrition or health concepts or determining program eligibility to clients in health, medical or social service.

#### PATTERN III

- Successful completion of 60 units with nine (9) semester units of coursework in nutrition, health, food science, food services management, public health, family and consumer sciences or closely related field at an accredited college or university;

### NUTRITION ASSISTANT II:

#### PATTERN I

- One year of experience as a Nutrition Assistant I in Stanislaus or comparable experience as a certified WIC Nutrition Assistant in a California County.

## LICENSE/CERTIFICATION

- Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.
- **Nutrition Assistant I:** Ability to obtain a WIC Nutrition Assistant Certification issued by the State of California Department of Health Services WIC Supplemental Nutrition Branch within 18 months.
- **Nutrition Assistant II:** Possession of a WIC Nutrition Assistant Certification issued by the State of California Department of Health Services WIC Supplemental Nutrition Branch.

*Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-4465 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.*

## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Community & Health Services bargaining unit for labor relations purposes.

Part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned. This position is non-benefited except for participation in a 401a program with Nationwide.

Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

## **APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY May 19, 2025 or after 100 applications Oral Examinations are tentatively scheduled for the week of May 26, 2025.**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

### **Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.