



THE COUNTY OF STANISLAUS

HEALTH SERVICES AGENCY



Stanislaus County
now offers an employee
bonus worth up to
\$10,000 or 21
additional days of
leave time!*

**See inside for details*

Nutrition Assistant I/II

\$42,057 - \$51,105 Annually

Apply by November 24, 2025 or after 75 applications are received.
Bilingual applicants are encouraged to apply.

THE POSITION

This is a full-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 California Department of Public Health WIC as a WIC Nutrition Assistant.

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

Working at a Health Services Agency clinic will provide you with an opportunity work with an incredible and committed team who genuinely cares about our community and strives to provide top quality healthcare.

Build community partnerships and friendships through collaboration

Working in a clinic, you learn from many community agencies, healthcare partners, and education systems that combine resources to make a positive impact serving Health Services Agency patients.

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 at Health Services Agency offers many opportunities for professional growth in healthcare and community engagement. You will have opportunities to learn about current issues such as health and racial equity, healthcare trends, and community partnerships.

Be part of something bigger

Whether working with individuals or part of a team, you will be making an important impact on our community members of all ages and backgrounds from pediatric to senior patients.

THE IDEAL CANDIDATE

Stanislaus County Health Services Agency (HSA) is looking for a full-time team member 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 of mothers and their children. Candidates that are bilingual are highly sought after, to ensure we provide culturally competent services to all WIC participants.



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; and
- Provides back up support for program staff during staff shortages;
- Disseminate promotional and nutrition education materials.

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

- 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/SKILLS/ABILITIES

- 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; filing 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.
- 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;
- Perform basic mathematical computations;
- Read, write and speak English at a level necessary for successful job performance;
- Use computers and related equipment 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

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 209-558-4872 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.

QUICK GUIDE TO APPLYING

APPLICATION PROCESS



1.
Find the
Right Job



2.
Update Your
Application



3.
Submit Your
Application



4.
Wait for
Processing



5.
Receive Notice of
Application Status

APPLICATION BEST PRACTICES

BE COMPLETE

We screen for qualifications based on the information provided on your application, not on your resume. **Please make sure all relevant experience is listed within the body of your application.**

BE DETAILED

Connect your professional experiences to the job's knowledge, skills and abilities. **Share your work history and how it relates to the minimum qualifications of the position.**

UPDATE YOUR APPLICATION

Take the time to review and update your application each time you apply for a new position. **Ensure that your employment dates are correct and that any relevant skills or experiences are listed.**

ATTACH SUPPORTING DOCUMENTS

Attach any required supporting documentation listed in the Minimum Qualifications. **Not submitting that typing certificate or proof of education could be the reason you are disqualified!**

HIGHLIGHT DESIRABLE QUALIFICATIONS

If there are desirable qualifications listed, they may influence the screening process. **Detail how you meet both minimum qualifications and desirable qualifications in the duties section of your application.**

COMMON MISTAKES TO AVOID

WRITING "SEE RESUME"

Relying on your resume instead of completing the application can hurt your chances. **Be sure to fill out all sections and attach proof of education when required, as resumes alone don't provide the details needed to evaluate your qualifications.**

OUTDATED OR MISSING REFERENCES

Submitting old contact information or leaving references blank can delay the reference check process. **Include current, reachable contact information for all references.**

INCLUDING TOO MUCH OR UNRELATED INFO

Adding long paragraphs or unrelated experiences can make your application unclear. **Keep your application clear, concise, and focused on relevant qualifications.**

ASSUMING COMPUTERS SCREEN APPLICATIONS

Believing that a computer or automated system selects qualified candidates is a common misconception. **All applications are reviewed by trained recruitment analysts, so make sure your experience is clearly detailed.**



STANISLAUS
COUNTY HUMAN
RELATIONS

Take Your Place.



JOIN OUR TEAM and receive a bonus worth UP TO \$10,000!

or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE NEW EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000 - \$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE:

One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



STANISLAUS
COUNTY HUMAN
RELATIONS

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2026, are eligible to receive future payments in accordance with their new hire date.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

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.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months. Incumbents may also be subjected to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

APPLICATION PROCEDURES/FINAL FILING DATE: Apply by November 24th, 2025

Oral Examinations are tentatively scheduled for the week of December 1st, 2025

Note: The eligible list generated from this recruitment may be used to fill future extra-help, part-time and full-time vacancies throughout Stanislaus County.

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.
- Some positions may be required to possess and maintain a valid California Driver's License and meet County insurability requirements.

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.