

## EMPLOYMENT OPPORTUNITY

### **WIC Program Nutritionist (Part Time or Full Time)**

The Nutritionist II provides technical nutrition services for, and supervision of, the WIC (Women, Infants & Children) Program. Work may be performed at Community Action Mt. Vernon, NAS Whidbey, or Anacortes sites. This position could be part time or full time depending on candidate and program need.

#### **JOB DUTIES INCLUDE:**

1. Following State WIC protocol, assess clients who are nutritionally at high risk, and develop appropriate care plan using WIC database system.
2. Provide technical nutrition information and approve/create client education materials.
3. Refer clients to physicians and other care providers, as needed.
4. Document client information and services received in WIC database system.
5. Provide technical nutrition support, instruction, and in-service training for staff.
6. Assist with organization and planning of the WIC Farmers Market Nutrition Program.
7. Engage and network with community partners.
8. May supervise interns and nursing students.
9. Participate in agency meetings and trainings, and WIC training, as required.
10. Other related duties as assigned by management.

#### **QUALIFICATIONS INCLUDE:**

##### **Education & Experience**

- Bachelor Degree, in Nutrition Science or related field.
- Registered Dietitian.
- One-year previous experience with WIC, maternal/infant care or nutrition.

Or a combination of education and experience providing the knowledge, skills, and abilities to perform the work.

##### **License(s) & Certification(s)**

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.
- Medical Assistant Phlebotomist Certificate

##### **Skills and Abilities**

- Bilingual (Spanish/English) desired; additional languages helpful.
- Working knowledge of operations for manual and auto scales, height/length boards, Masimo Hgb machine, Hemocue machine and blood draw techniques.
- Strong organization and time management required, with ability to multi-task.
- Work independently, and as a team member.
- Proficient in Microsoft Office Suite applications including Word, Excel, PowerPoint, Publisher and Outlook; WIC database.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.

- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

## COMPENSATION AND BENEFITS

Starting Wage Between: \$31.13 - \$34.36 per hour (DOE)

Full Time Benefits include:

- Medical & Dental Insurance (including Rx and Vision)
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Vacation and Sick Leavep
- 12 Paid Holidays per year
- Health club discounts

*(Community Action reserves the right to modify, amend, or terminate any benefit at any time for any reason.)*

### TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:  
(1) Community Action Application (2) Resume (3) Letter of Interest.

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

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*Application forms and job announcements are available at the above address and also at our website,  
[www.CommunityActionSkagit.org](http://www.CommunityActionSkagit.org).*