



JOB OPPORTUNITY - CLERICAL

Division: WIC

Position: Nutritionist Assistant

Pay Grade: 10

Salary: \$17.32

Shift Times: Generally scheduled during the hours of: Mon, Tues, Thurs (8:00 A.M. to 4:30 P.M.), Wednesday (10:00 A.M. to 6:30 P.M.), and Friday (8:00 A.M. to 4:00 P.M.). Weekly schedule to be determined. Openings for a 22.5 hour per week position and a 37 hour per week position are available.

Essential Functions of the Position:

- Perform intake duties of WIC participants including initial interviewing and processing of adults, infants and children.
- Must be able to weigh and measure participants; perform hemoglobin tests as per WIC regulations; and be able to lift at least 35 lbs. on a regular basis.
- Requirements include general clerical skills, ability to work well with the public, experience in a busy clinic setting,
- Must attend required State WIC staff trainings and other training/meetings as scheduled by supervisor or required by Richland Public Health.
- Functions as part of the breastfeeding support team.
- Other duties as assigned.

Required Education, Experience & Training:

- High school diploma or GED;
- Course work in office practices and procedures, or an equivalent combination of education, training and experience;
- At least one (1) year of experience in a clinical setting, or an equivalent combination of education, training and experience.

Other Requirements:

- Valid Ohio Driver's License
- Current Auto Insurance

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements considered necessary to successfully perform the job.

Visit our website: www.richlandhealth.org CAREERS section for an Employment Application.

Applicants are required to complete a formal Employment Application and submit the completed Application to:

Richland Public Health
Director of HR
555 Lexington Avenue
Mansfield, OH 44907

Deadline for physical receipt of completed applications: Until Filled - Equal Opportunity Employer/Provider