



## JOB OPPORTUNITY - CLERICAL

**Division:** WIC

**Position:** Nutritionist Assistant

**Pay Grade:** 10

**Salary:** \$17.84

**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. Opening for 22 ½- 30 hour per week position. Details will be discussed during the interview process.

### 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

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**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.**

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Visit our website: [www.richlandhealth.org](http://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  
HR Coordinator  
555 Lexington Avenue  
Mansfield, OH 44907

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