

City of Meriden, Connecticut

Department of Human Resources



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Director of Human Resources

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September 11, 2023

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

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VACANCY: Program Nutritionist WIC—Meriden Health Department
Full Time – 40-hour work week

WAGES: 31I \$30.18 to \$43.59 (hired before 7/1/03)
31I \$30.18 to \$41.02 (hired after 7/1/03)
*Position is 100% Grant Funded through September 30, 2027

NATURE OF WORK: **Please Read Attached Job Description**

QUALIFICATIONS: A bachelor's degree in nutrition from a recognized college or university, plus two years of experience in health care facility with emphasis on nutrition program planning and education.

HOW TO APPLY: Apply on line at <https://tinyurl.com/meridencareers> or you an e-mail your application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

LAST DATE TO APPLY: Tuesday, September 19, 2023

Program Nutritionist – WIC Program

General Description

This is responsible professional work in developing and administering a nutrition program

Work involves responsibility for educating participants in the Women, Infants, and Children (WIC) Program on nutrition and other related health concerns. Duties include developing plans and budgets, teaching classes, assessing and documenting the nutritional risk of participants, and assuring proper certification of participants. This position has the responsibility for making difficult program planning and development decisions. The work requires that the employee have considerable knowledge in nutrition and considerable skill and ability in teaching.

Supervision Received

Works under the general supervision of the Program Supervisor (WIC)

Examples of Duties

Develops annual nutrition education plan using state and federal guidelines

Assists Program Supervisor in the development of the nutrition education budget

Plans and conducts nutrition education classes. Develops educational materials

Determines and documents nutritional risk of participants. Interviews and counsels high risk participants. Carries out diet assessments

Ensures proper certification of eligible participants

Oversees the work of Nutrition Assistants. Plans work and sets goals, schedules and assigns work and provides for their training.

Prepares nutrition service and other related reports

Maintains contacts with other social service and health organizations. Refers program participants as required

Performs related work as required

Program Nutritionist – WIC Program (continued)

Knowledge, Skills and Abilities

Considerable knowledge of the theories, practices and principles of childhood, infant and prenatal nutrition

Considerable knowledge of program planning and development

Considerable knowledge of the availability and resources of social service and health organizations

Considerable skill in counseling and in teaching

Considerable ability to communicate effectively, orally and in writing

Considerable ability to develop educational materials

Considerable ability to develop and maintain effective working relationships with program participants, staff, other social services and health organizations and associates

Qualifications

A bachelor's degree in nutrition from a recognized college or university, plus two years of experience in health care facility with emphasis on nutrition program planning and education

Special Requirements

None