



**Job Announcement  
Bilingual Nutrition Assistant  
Meriden WIC (Women, Infants, Children) Program**

The City of Meriden, Department of Health and Human Services, is looking to hire a Bilingual Nutrition Assistant to work in the Women, Infants, and Children (WIC) program. The Meriden WIC program is a busy office that serves over 3,000 clients annually in both Meriden and Wallingford.

This position is responsible for front end office work in the WIC office. Duties include answering the phones, making appointments, taking diet histories, plotting growth charts, advising clients according to their specific needs and recording personal and health data in the WIC computer system. This position also has the responsibility for making standard program eligibility decisions.

The candidate must be customer focused, have good counseling and interviewing skills, be able to maintain accurate program records, and be able to communicate program requirements effectively with clients. The candidate must be able to read, write, and speak Spanish fluently.

Qualifications include graduation from high school or the equivalent and training in office procedures and interviewing and counseling skills. Occasional travel to a Wallingford office may be required.

Starting salary for the position is \$40,144 annually. Work hours are Monday through Friday, 8:00am to 4:30pm. This position may work Tuesdays from 8:00am to 6:30pm, then 8:00am to 2:00pm on Fridays on a rotating basis. Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Applications are also available in the Human Resources Department, City Hall, 142 East Main Street, Meriden. **The last day to apply is Friday, June 15, 2018.**