



Position: WIC Clinic Nutritionist Assistant

Program: Women Infants Children Program (WIC)

Supervised By: WIC Supervisor

Salary: \$17.50 hr

FTE: 1.0 FTE

Benefits: (Full-Time) Medical, FSA, HSA, Dependent FSA, Limited FSA, Vision, and Dental Benefits
Employee Assistance Program
Retirement Plan with Employer Matching
Paid Maternity (Childbirth) and Parental Leave

Duties and Responsibilities: Work on the frontline at one of the three locations of the Delaware County Women, Infants, and Children Special Supplemental Food Program (WIC). Meet and greet our clients and assist in their enrollment, benefit issuance and nutritional development within the WIC Program. Assist with Community Outreach by networking with community programs and representing the WIC Program in the Community.

Qualifications:

- HS Diploma
- Must have reliable transportation to fill position
- Good interpersonal and telephone Skills
- Computer experience required
- English and Spanish speaking preferred
- Experience as a receptionist/WIC Office and in Nutrition Education is a plus

The Foundation for Delaware County has the following mandates:

- Annual Influenza Immunization (**during flu season**)
- COVID-19 Vaccinations, including the **Bivalent Booster**
- All **nonvaccinated** new hires **must have the COVID-19 vaccinations before their start date.**

As an organization with public health programs, we must continue to protect the safety of our clients, our community, and ourselves by doing all we can to reduce the impact of COVID-19 and the Influenza disease.

The Foundation for Delaware County is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in both our internal operations and throughout our work with the community partners in Delaware County.

This position is grant funded and contingent upon grant funding. In the event the grant funding is exhausted, this position may be reduced in hours or eliminated. WIC Program employees are essential workers during times of crisis.

Interested applicants should send a resume and cover letter to:
HumanResources@delcofoundation.org

