

MON VALLEY COMMUNITY HEALTH SERVICES, INC.

JOB VACANCY NOTICE

POSITION: **NUTRITION SPECIALIST** (Part-time)
Women, Infants & Children (WIC) Program

PAY GRADE: F

WAGE: \$13.73/hr. (as a minimum)

ESSENTIAL FUNCTIONS:

- Performs the initial examination to determine eligibility and assess client need for program certification.
- Develops individualized nutrition care plans and assists in the distribution of food instruments (i.e., checks and/or vouchers).
- Provides nutrition education counseling to individuals and groups.
- Implements processing of patients, which may include taking a medical history, blood specimen collection, height, weight, etc.
- Makes appropriate client referrals and follow-up according to client need.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.
- Performs other related duties, as required.

- QUALIFICATIONS:**
- Bachelor's Degree in Dietetics or Nutrition with one (1) year previous nutritional experience desirable.
 - Must have or be eligible for Competent Professional Authority designation.
 - Ability to communicate effectively, both orally and in writing.
 - Must have, or have access to, insured personal transportation available for assigned field work and be able to transport oneself as program needs dictate.
 - Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
 - Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the Pennsylvania Department of Human Services and FBI Fingerprint Clearances.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607 ATTENTION: POSTING#18103-NO LATER THAN APRIL 20, 2018.

EQUAL OPPORTUNITY EMPLOYER