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April 2019

POSITION TITLE: NUTRITION SERVICES PROGRAM AIDE II

REPORTS TO: Nutrition Services Program Manager

SUPERVISES: NONE

STATUS: Non-Exempt

SUMMARY:

Performs in-home nutritional health screens to assess nutritive services needed in the Tri-County area year around. Verifies documentation of vendors request for payment and coordinates printing of coupons. Inputs client statistics into data base. Organizes volunteer schedules. Assists with delivery of meal boxes and supports distribution of commodity boxes.

## EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Completes initial in-home nutritional health screens to evaluate eligibility for various nutritional services. Completes required assessment forms and discusses possible services. Inputs information into data base.
- Discusses clients' needs with Manager to complete assessment and formulate services needed. Contacts client regarding services approved and coordinates delivery.
- Delivers meals in Colville, Kettle Falls and surrounding areas, as needed.
- Provides the public or other agencies with knowledge regarding services available in the Nutrition Services Department. Streamlines paperwork for clients to access other services.
- Coordinates printing of nutrition services coupons.
- Processes coupons to prepare for payment requests.
- Assists staff in preparing grant applications, fund raising activities, special projects, data collection and other relevant tasks to meet program needs.
- Performs other related duties as assigned.

## KNOWLEDGES, SKILLS, AND ABILITIES:

- Ability to organize and prioritize work independently with minimum of supervision.
- Knowledge of business English, grammar, spelling, punctuation and composition.
- Ability to organize and interpret data.
- Ability to prepare reports, correspondence and documentation.
- Knowledge of modern office procedures, practices and equipment.
- Knowledge of computerized and manual recordkeeping systems and the ability to maintain them.
- Ability to treat sensitive information and material with the appropriate level of confidentiality.
- Communicate effectively with the general public using tact, courtesy and good judgement to provide clear explanations of program policies and procedures.
- Establish and maintain effective working relationships with agency staff and the general public.
- Understand and execute oral and written instructions.
- Ability to multi-task, work quickly and maintain accuracy.
- Experience working with senior clients.
- Ability to access and egress non-ADA facilities and homes.
- Able to occasionally lift 30-pound food boxes.

REQUIRED EDUCATION OR EXPERIENCE:

Two years of on-going college coursework in Nutrition or related field.

Four years relevant experience working in human / social services either paid or as a volunteer;

or

Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

REQUIRED CERTIFICATIONS, LICENSES AND EQUIPMENT:

Valid driver's license in Washington State.

Auto insurance in the amount required by the State of Washington.

Reliable transportation and ability to travel year around.

Acceptable completion of a criminal history background check.