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## Contact Us

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*Benton-Franklin Health District is an  
Equal Opportunity Employer*

## BFHD Values

### Excellence:

We deliver the highest quality services incorporating community assessment data and evidence based practices to produce the best possible health outcomes.

### Diversity:

We feel a stronger community is based on engaging all cultures, attitudes, and beliefs.

### Communication and Collaboration:

We share information and talents to best serve our community.

### Integrity and Accountability:

We make informed decisions to earn the trust of those we serve and strive to do what's right.

**Effectiveness:** We maximize resources to provide proactive and relevant services that improve our community's health.

## Drug-Free Workplace

*Benton-Franklin Health District is a  
drug-free, tobacco-free workplace.*

**Mission:** BFHD provides all people in our community the opportunity to live full productive lives by promoting healthy lifestyles, preventing disease, reducing injury and protecting our environment.



## Nutrition Aide I

**Hours:** Full-time, 40 hours per week  
**Salary:** \$2380 - \$3145, plus benefits  
**Closing Date:** December 2, 2016

## The Position

**DEFINITION:** Responsible for performing nutritional health care duties in specialized health programs. Incumbents are responsible for health and nutrition assessment, breastfeeding promotion, client education, administrative support duties, health promotion activities, client outreach, and referrals for social and health services as appropriate

### ESSENTIAL JOB FUNCTION

- Using established protocols, interview clients for general medical and dietary history.
- Using established protocols, evaluate anthropometric and medical/dietary history data for health and nutrition risk factors and program eligibility; perform and plot adult and child anthropometric measurements.
- Conduct periodic reassessment of client health risks and need for resources.
- Using appropriate educational methods; provide basic health and nutrition information related to client risk; provide group nutrition education to clients, other staff and community groups as appropriate, and help develop educational approaches.
- Provide referrals to preventive health care services, health care professionals, and other available resources when appropriate.
- Maintain, document and process medical and other client records according to program guidelines.
- Orient clients to program policies and procedures, issue WIC checks, and educate clients on their use.
- Schedule client appointments as appropriate, including follow-up

appointments, reminder calls and documentation of appointment status in program database.

- Perform first-line customer service duties; respond to inquiries by phone and in person, identify clients' needs.
- Generate specified reports using program data base; collect and maintain laboratory records and data for research studies and program management.
- Participate in outreach activities to identify, recruit and screen clients for program eligibility.
- Serve as liaison and advocate to link clients to health care/community providers; develop and maintain working relationships with referral sources.
- Clean, stock and set up assigned client assessment areas; order, inventory, monitor and maintain program supplies and educational resources.
- Perform and assess blood work, as required by program.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to provide basic nutrition consultation and to effectively describe aspects of a public health nutrition program.
- Demonstrated skill in performing client education, both individually and to groups, with the purpose of changing behavior and health habits.
- Skill in maintaining working relationships and working with racially, ethnically and socio-economically diverse populations.
- Understanding of basic education principles for non-English speaking patients, and effectively use translators.
- Ability to function as a member of a multi-disciplinary health care team.
- Adequate physical ability and sufficient manual dexterity to perform the requisite health care services.

## The Requirements & Selection Process

**MINIMUM QUALIFICATIONS:** High school diploma or completion of General Equivalency Diploma (GED). Eligibility for Washington State Medical Assistant License. Satisfactory completion on Washington WIC Para Professional training program. Washington State Driver's License required.

**EXPERIENCE:** Prefer previous experience in a similar work situation. Bilingual verbal and written skill preferred.

**SELECTION PROCESS:** The most qualified applicants, based in part upon evaluation of the completed application and related information will be invited for an interview. Applications should be submitted to the Human Resources Manager, Lisa Wight, 7102 W. Okanogan Place, Kennewick, WA 99336.

## About Our Area

South-central Washington provides a wonderful living environment with access to numerous rivers and four seasons of weather. We have affordable housing and excellent schools, including local colleges. We have fine dining, shopping, and access to many sporting and cultural offerings without the traffic of larger cities. When you want to see other sites, Seattle, Spokane, Portland, Oregon, and Idaho are just a couple of hours away.

**Goal 1:**

Excel at internal communication, external communication, and customer service

**Goal 2:**

Advance the agency's ability to reduce & prevent chronic diseases and injury across the life-course

**Goal 3:**

Expand partnerships with businesses, community organizations, and government agencies.

**Goal 4:**

Enhance Technology and Infrastructure.

**Goal 5:**

Manage our resources with fiscal responsibility and efficiency through a transparent, comprehensive process.

**Goal 6:**

Strengthen the resilience and culture of our workforce.