



Position Available

WIC Support Staff 1

Full-time or Part-time Position Available

Service Area: WIC

Reports to: WIC Director

Salary: Pay Range C, \$15.73 -\$18.49 per hour based on experience.

Under general supervision, the WIC Support Staff 1 performs specialized clerical and administrative tasks for the WIC program, acts as an aide to the WIC Certifying Health professionals, and functions as part of the breastfeeding support team. Provides services in compliance with applicable program standards, state laws and rules, and Board of Health adopted policies and regulations. Routine interaction with citizens, vendors, patients, patrons, and applicants requiring specific knowledge and tact in accordance with WIC program standards. This position is grant funded.

Essential Duties:

- Acts as clerical specialist for WIC office in accordance with WIC program standards – greets clients, answers phones, responds to questions; maintains files, appointment schedules, and clinic mailings; assists with completing paperwork and referrals to other agencies/providers to ensure efficient clinic flow and documentation.
- Interviews clients and obtains required information to help applicants through the eligibility and application process using established criteria and enters information into the computer system in accordance with WIC program standards while maintaining confidentiality in order to ensure quality and accurate determination and documentation of eligibility for the WIC program.

- Informs clients of eligibility requirements, program benefits and clinic procedures, and breastfeeding support services, and reviews participant rights and responsibilities in terms participant understands using established criteria to ensure participant comprehension.
- Performs routine computer system functions within established deadlines by entering and updating data, looking up information to solve routine problems/questions and by generating routine reports in order to maintain compliance with WIC Program standards.
- Aids voter registration procedures in order to comply with the National Voter Registration Act of 1993.
- Collects participant immunization record information and obtains participant consent in order to share information for immunization and referrals.
- Maintains office organization, supplies and performs routine equipment maintenance to ensure efficient clinic operations.
- Meets all job safety requirements and all applicable Public Employee Risk Reduction Program safety standards that pertain to essential duties.
- Demonstrates regular and predictable attendance.

Qualifications: High school diploma or GED diploma, college courses in health fields, computer skills or related fields preferred, and a minimum of 2 years general office or clerical experience preferred, or an equivalent combination of education, training and experience. Demonstrated keyboard and computer skill: computer knowledge essential – accuracy required. Valid driver's license with an acceptable driving record and proof of auto liability insurance coverage required.

Working Conditions: Occasional overtime required. Travel within Ohio required. Occasional work at night or on weekends. May come in contact with blood/body fluids.

Benefits: Paid holidays, vacation, sick leave, public retirement system, full-time position eligible for insurance.

Submit resume and cover letter to: Human Resources, Allen County Public Health, PO Box 1503, Lima, Ohio 45802-1503 or email to jobs@allenhealthdept.org