



DEPARTMENT OF PUBLIC HEALTH

219 East Market Street P.O. Box 1503 Lima, Ohio 45802-1503
Phone (419) 228-4457 Fax (419) 224-4161
www.allencountyhealthdepartment.org
Info Line (419)228 - INFO (4636)



Public Health
Prevent. Promote. Protect.

JOB POSTING WIC DIVISION

JOB OPENING WIC DIVISION

PART-TIME WIC Intake Clerk (30.0 - 35 hours per week- depending on grant funding)

PAY RANGE 13

IMMEDIATE SUPERVISOR: WIC Director

JOB RESPONSIBILITIES: Under general supervision performs specialized clerical and administrative tasks for the WIC program and acts as an aide to the WIC Certifying Health professionals.

Job duties include but are not limited to – direct contact with clients, computer scheduling, screening for eligibility, coupon and voucher issuance, problem solving, filing, and a variety of computer functions for data transfer.

REQUIREMENTS : High school diploma or GED, 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; a valid drivers license, dependable transportation, and proof of auto liability insurance coverage.

Willing to learn about breastfeeding and be supportive and encouraging of breastfeeding

Able to follow and carry out instructions accurately and on schedule

Good phone skills, the ability to read, write, and express self clearly

Ability to get along with a variety of people

Ability to maintain client confidentiality and be sensitive to their needs,

Computer literate, i.e. Ability to enter basic data to screens, spreadsheets, documents and

forms, produce simple reports, use e-mail and web applications.

Ability to operate office equipment: computer; fax; copy machine; calculator

Ability to exercise tact, initiative and good judgment in dealing with people.

WORKING CONDITIONS Occasional overtime required. Travel within and outside the district sometimes required. May come in contact with blood/body fluids. Busy crowded office frequented by small active children.

If interested submit resume to Barb Deepe, MA, LD WIC Director by 1/27/12

Posted: January 13, 2012