

Portage County Combined General Health District



Community Health Job Posting

Position:	WIC Clinic Assistant
Division:	Community Health Division
Classification:	Full-time; Non-Exempt. 1-year probationary period
Work Schedule:	Monday- Friday: 8am-4:30pm. May require some weekend and evening work. Evening clinics twice monthly:10:00am 6:30pm.
Salary:	\$18 per hour
Reports To:	WIC Supervisor

Job Description

Clinic Assistant:

- **Clinical:** Perform clinical procedures including height/length, weight measurements, and laboratory (hemoglobin) screening. Refer WIC participants to community or health services, as needed.
- **Clerical (client intake):** Provide services for WIC certification including the initiation of WIC application process, screen participant applications for income, residency, category, physical presence and identity; issue benefits; answer telephones; perform scheduling, run data reports; greet and register participants for clinic services; function as part of the breastfeeding support team
- **Clerical (administrative / non-intake):** Complete appointment reminders, maintain charts, complete participant transfers, deliver and receive mail, maintain records in accordance with records retention requirements; perform community outreach initiatives. Stays current with state and local updates including WIC Policy and Procedure, WIC All Projects Letters (APL), meeting minutes and other pertinent materials.

Administrative Duties:

- Maintain accurate and thorough documentation, filing systems, and schedules of participant contacts in an organized and consistent manner.
- Utilize various computer applications, including email, social media platforms, and the WIC Certification System, to support participant education and communication.
- May be required to operate a motor vehicle for job-related tasks.
- Other duties as assigned. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as organizational needs evolve.

Organizational Duties:

- Complete all WIC-required training, including System Security Training, Conflict of Interest, Civil Rights, VENA, and USDA Breastfeeding Curriculum.
- Participate in quality improvement team projects and training initiatives, incorporating quality improvement principles into daily work activities.
- Participate in public health emergency response activities as needed, including roles within the Incident Command System/National Incident Management System.
- All health district employees have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Portage County Combined General Health District Emergency Response Plan.
- Attend and participate in agency-sponsored training, events, and activities.
- Gather and organize documents to fulfill public records requests and other reporting obligations.
- Participate in organizational activities that support and enhance agency accreditation.
- Maintain reasonable and reliable attendance to meet organizational needs and objectives.

Portage County Combined General Health District is an Equal Opportunity Employer

Minimum Requirements:

- High school diploma or GED. Medical Assistant, or similar medically focused degree preferred.
- One year of clerical experience in public health, medical or social service environment preferred.
- Ability to learn WIC Certification System.
- Proficiency in Microsoft Office.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent written and verbal communication skills.
- Strong organizational and time-management skills, with the ability to manage multiple projects and meet deadlines.
- High level of customer service skills, with the ability to interact professionally with internal and external stakeholders.
- Valid driver's license and auto insurance.
- Must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

Work Environment and Physical Demands:

General office setting in the WIC clinic, requiring sedentary to light work which may include sitting, walking, climbing, reaching, standing, talking, and listening with occasional exposure to adverse environmental conditions. Work performed in the community may subject some positions to adverse weather conditions and challenging interactions with off-site locations and community members. Some travel may be required; reliable transportation, a valid driver's license, and current auto insurance are required, along with the ability to maintain insurability under the health districts' vehicle insurance policy. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work performed in this position may be subject to challenging interactions with community members. WIC is a fast-paced and typically noisy environment, due to the high volume of participants served.

Pre-Employment Testing Requirements: Criminal Background Check and Pre-employment Drug Testing

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

Apply:

Interested applicants should submit the following:

1. Resume
2. Cover letter
3. [PCHD Employment Application](#)

Deadline for Applying: Open until filled.