



**Miami County
Public Health**

Prevent. Promote. Protect.

**MIAMI COUNTY PUBLIC HEALTH
WIC Clerk**

Division: WIC

Reports to: WIC Director

Position: Classified, benefits-eligible based on hours

Hours: 24 to 28 hours per week, some weekend and evening hours possible

Salary: Range \$11.71-\$18.17 per hour commensurate with experience and skills

JOB RESPONSIBILITIES:

Under the general direction of the WIC Director, the WIC Clerk is responsible for assisting in clinic operations and helps applicants and participants through the eligibility and WIC Nutrition Card (WNC) processes. The WIC Clerk's responsibilities include:

- Screening WIC participant applications for income, residency, category, physical presence and identity and documents as required per WIC Policy and Procedure.
- Completes heights and weights of WIC participants, performs laboratory work to test participant's iron values using the appropriate technique and equipment
- Answers the phone and schedules appointments
- Explains WIC Nutrition Card (WNC) usage to both new participants and clients who have transferred from other states
- Contacts incoming referrals from partner agencies

QUALIFICATIONS:

Required:

- High school diploma or equivalent
- A valid Ohio driver's license and ability to maintain a driving record that meets the insurability requirements of the District's insurance provider. Must be able to provide a private vehicle for job use.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess excellent written and oral communication skills and be able to communicate effectively in written and oral form, be able to work independently as well as within a team and have an appreciation for public health and its role in the community.

To apply, send cover letter, resume', and application to:

Dennis R. Propes, RS, MPA

Health Commissioner

510 West Water St. Ste. 130

Troy, Ohio 45373

dpropes@miamicountyhealth.net

Application can be downloaded at: <https://www.miamicountyhealth.net/>– Employment Opportunities.

Miami County Public Health is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age disability or military status in employment or the provision of services. Our agency is committed to the recruitment of diverse individuals who can offer different talents and perspectives to assist us in accomplishing our agency's mission, vision and fulfillment of the five core commitments.

posted 9/16/2020 posting ends: Until Filled, First Review 9/25/2020