



JOB DESCRIPTION

AGENCY
Meigs County Health Department

DIVISION
WIC

New Position Change

COUNTY OF EMPLOYMENT
Meigs

USUAL WORKING TITLE OF POSITION
WIC Clerk

TITLE OF IMMEDIATE SUPERVISOR
WIC Director

NORMAL WORKING HOURS (Explain unusual or rotating shift)
From: 8:00 a.m. To: 4:00 p.m. 7 hours per day – 28 hours per week (Classified/non-exempt)
Evenings and weekend hours as required.

NORMAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May have occasional exposure to blood, bodily fluids, and tissue; may have exposure to unruly children and adults; may have occasional operation of a vehicle in inclement weather; may require minimal lifting

ESSENTIAL FUNCTIONS

MINIMUM ACCEPTABLE CHARACTERISTICS

85% Serves as lead worker for clerical/computer system administration and assists with clinical operations consisting of client assessment/scheduling; Coordinating of appointments; Assisting with the completion of the initial Combined Program Application Form; Assessing eligibility and explaining WIC program criteria; Performing all State WIC established computer system functions; Issuing and mailing reminder letters/appointment notices/termination notices; Scheduling nutrition education appointments and follow-up nutrition education encounters; Assists with: Grant application, civil rights compliance training, timely reporting, caseload management, scheduling/rescheduling clients, income verification and calculation, address verification, answering phone inquiries, food coupon issuance, and explanation of proper use of the food instruments, issuance of WIC ID/VOC folder and explanation of use; Works with other staff to provide services in a harmonious fashion in order to best benefit program participants and be in compliance with local and state WIC policy and procedure with reference to client participation; Maintains accurate records of issued/stored coupons; Prepares beginning and end of day reports, computer data reports; Void and re-issue coupons as necessary; Notifies Breastfeeding Counselor/Peer Helper of newborns whose mothers plan to breastfeed; Contacts Breastfeeding Counselor of any breastfeeding mothers who are having problems, concerns, and/ or questions about breastfeeding; Notify Breastfeeding Counselor of those mothers who choose to terminate breastfeeding; Voter registration.

Knowledge: Office Practices and Procedures; computer operations; interviewing techniques; WIC policies and procedures; good interpersonal and community relations techniques and the ability to communicate and work effectively within a diverse community.
Skills: Good interpersonal and communications skills, office machinery skills, office management skills; Recognize unusual conditions and take appropriate actions; understand manuals and verbal instructions.

15% Shreds client files, reports, forms, and coupon stubs in accordance with established State WIC Policy; Complies with HIPPA standards; Quality Improvement efforts.

Knowledge: WIC policy and procedure
Skills: Operate office equipment

Other duties as assigned, but not limited to:

Observe confidentiality of client and agency information; Adhere to HIPAA requirements; Support and work toward the mission and vision of the Health Department; Ability to drive on a regular basis to business appointments and meetings; Exhibit dependable attendance habits; Represent the Health Department favorably to the public; Maintain and improve knowledge and skills via attendance at trainings, meetings, seminars, and continuing education; Assist with the promotional efforts for the Health Department's programs and activities both internal and external; Ensure compliance with standards, laws, regulations as promulgated by regulatory agencies, federal and state government; Function in the public health's emergency response and assume proper ICS role during public health emergencies; Participate in emergency preparedness trainings and exercises as required.

Signature and Date of Employee
I have reviewed my job description and understand the contents.

Signature and Date of Agency Representative

Revised Sept. 2023

	<p>Job Specific Competencies Based on the Core Competencies for Public Health Professionals</p> <ol style="list-style-type: none"> 1. Data Analytics and Assessment Skills: 1.1, 1.2 2. Policy Development and Program Planning Skills: 3. Communication Skills: 3.2 4. Health Equity Skills: 5. Community Partnership Skills: 5.2 6. Public Health Sciences Skills: 6.3 7. Management and Financial Skills: 7.10 8. Leadership and Systems Thinking Skills: 8.5, 8.8 <p><i>Employee is presented with a copy of the Core Competencies from the Council on Linkages Between Academia and Public Health Practices (October 2021)</i></p> <p>Organizational Competencies—All MCHD employees are expected to meet specified competencies in the following areas:</p> <ol style="list-style-type: none"> 1. Excellence 2. Customer Service 3. Trustworthiness 4. Leadership 5. Accountability 6. Teamwork 7. Communication 8. Confidentiality 9. Learning 	<p>REQUIRED EDUCATION AND EXPERIENCE</p> <p>High School graduate or equivalent; Associates Degree preferred; Expertise in computer operations and office programs; demonstrated ability to operate office equipment; good organizational skills, excellent communications skills, general clerical skills.</p> <hr/> <p>MINIMUM QUALIFICATIONS</p> <p>Valid state issued Driver's License; ongoing proof of automobile insurance coverage. Non-tobacco user. Successfully pass a B.C.I. background check. Good health, high moral character, and good attendance record. Confidentiality.</p> <p>EVALUATION</p> <p>Performance evaluation will be conducted as outlined in the Health Department's Employee and Procedure Manual.</p>
--	--	--

An Equal Opportunity Employer