



HARNEY COUNTY

WIC Clerk/Office Assistant

Days / Hours: Monday - Friday 37.5 hours per week
Salary/Benefits: \$17.36 to \$23.23 DOE / hour
Medical/Vision, Dental, Life, PERS, Deferred Comp plans

PURPOSE OF POSITION: Perform duties associated with the Federal Women, Infant and Children Program (WIC) and to assist with clerical duties within the department. Act as receptionist and provide information to the public and patients as needed.

ESSENTIAL JOB FUNCTIONS:

Essential Clerk Job Functions:

- WIC Clerk responsibilities, screen applicants for program eligibility and support WIC Coordinator.
- Explain the purpose of the WIC program to new participants and explain criteria for participation in WIC.
- Schedule visits for the WIC CPA and Dietician.
- Make referrals to health and social programs as needed.
- Promote WIC to the community by organizing and attending community activities.
- Participates in in-services and staff meetings, including external meetings and trainings as requested. This includes mandated training sessions.
- Follow all rules of professional ethics, HIPAA, and confidentiality regulations.

Essential Office Assistant Job Functions:

- Perform clerical duties to support the department including answering phones, scheduling appointments, taking messages and direct calls to the appropriate staff.
- Provide information to the patients regarding a variety of department services and procedures.
- Enter death certificates into the electronic system, make copies, and collect fees.
- Receive and receipt payment for services.
- Type a variety of documents including forms, letters, memos, information packets and reports.
- Follow all rules of professional ethics, HIPAA, and confidentiality regulations.
- Follow all safety rules and procedures for work areas.
- Attend community clinics to gather information and set up/ take down as required.

JOB QUALIFICATIONS REQUIREMENTS

MANDATORY:

- Knowledge of office practices and procedures, word processing, basic accounting software, and record keeping methods.
- Equivalent to high school education as a minimum, any satisfactory combination of experience and training which demonstrates knowledge, skills and abilities to perform the above duties.

DESIRABLE REQUIREMENTS:

Education or experience with nutrition education. Certification in various areas of WIC.

Application Closing Date and Time: November 28, 2022 Obtain an employment application and full job description from Human Resources, by email at deanna.atwell@co.harney.or.us or call 541-573-8373, The application is also available on the Harney County website under the Human Resource Department.

Harney County is an AA/EEOE.