

EMPLOYMENT OPPORTUNITY

WIC Clerk Assistant (PT)

Location: Whidbey Island Office

POSITION SUMMARY:

Performs reception and client services. Performs clerical support functions for the Women, Infants & Children (WIC) and the Infant Case Management (ICM) programs and department staff.

This is a part-time position, (Approximately 25 hours per week) at our Whidbey Island office.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Represent the agency positively within the community.
2. Perform direct services to WIC participants in office and satellite locations:
 - Interact in a “WIC Connects” client centered, customer friendly manner
 - Provide walk-in and telephone reception;
 - Screen clients for program eligibility; document eligibility data.
 - Schedule and reschedule appointments; contact no-shows;
 - Orient clients to WIC program and services;
 - Issue WIC checks; provide check education;
 - Weigh pregnant clients;
 - Document client information in WIC database system; manage client files.
 - Provide verbal support for breastfeeding clients and for second contact nutrition education.
 - Provide educational materials for services to client.
3. Complete variety of clerical tasks.
4. Participate in agency and team meetings/trainings as required.
5. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or GED/HSE minimum required.
- Previous customer service experience preferred.

Skills and Abilities

- Working knowledge of Microsoft Office Suite applications including Word, Excel, and Outlook.
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Must have strong and effective communication skills (oral and written) for variety of audiences.
- Basic clerical skills (filing, math, calculator, data entry, legible writing) required.
- Strong organization and time management required, with ability to multi-task.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.
- Work independently, and as a team member; self-motivated.

License(s) & Certification(s)

- Must undergo background check as required by Child/Adult Abuse Act.
- Valid driver's license and auto liability insurance required if personal vehicle used for work-related travel.

COMPENSATION AND BENEFITS

\$12.43 - \$13.15 per hour plus benefits

Benefits include:

- SIMPLE IRA Retirement Plan
- Employee Assistance Program
- Sick leave
- Vacation leave
- 12 Holidays per year
- 2 Personal Holidays per year
- Health club discount

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Please provide all items requested to the address below. Consideration will be given to application packets received by the closing date and containing (1) a completed Community Action Application for Employment form*, (2) your resume, and (3) a letter of interest identifying the position you are applying for and describing how you meet the qualifications for the position.

- Employment@CommunityActionSkagit.org, or
- Community Action of Skagit County, 330 Pacific Place, Mount Vernon, WA, 98273.

CLOSING:

Position is open until filled. Priority consideration given to application packets received by **Friday, March 29, 2019.**

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements.

Community Action of Skagit County is an Equal Opportunity Employer.

*Application forms and job announcements are available at the above address and at our website,
www.CommunityActionSkagit.org.*