

EMPLOYMENT OPPORTUNITY

WIC Clerk – Whidbey Island PT - Temporary

Performs reception and client services. Performs clerical support functions for the Women, Infants & Children (WIC) program 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.
3. 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.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.
- May require CPR certification.
- Must undergo background check as required by Child/Adult Abuse Act.

Skills and Abilities

- Bilingual (Spanish/English) preferred; additional languages helpful.
- Basic clerical skills (filing, math, calculator, data entry, legible writing) required.
- Strong organization and time management required, with ability to multi-task.
- Excellent customer service skills.

- Work independently, and as a team member; self-motivated.
- Proficient in Microsoft Office Suite applications, including Excel, Word, and Outlook; Office Hours, WIC Database system, CSST.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

COMPENSATION AND BENEFITS:

\$14.08 - \$15.95 per hour (DOE)

Benefits include:

- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Paid Sick and Vacation Leave
- 12 Holidays per year (+2 Personal Holidays per Year)
- Health club discounts

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

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

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. Should you require accommodation in the application process, please contact our HR Department.
