

WIC Clinic Assistant E.O.E.

District Health Department #10 seeks a full or part-time WIC Clinic Assistant. This position will be based in Crawford or Missaukee County.

Duties:

- Performs WIC office support duties including greeting the public, answering phone inquiries and entering data into EHR's.
- Receives WIC clients and completes intake process including verification of income eligibility for the WIC Program.
- Interacts and communicates effectively with pregnant women, infants, and young children.
- Performs height and weight measurements and basic (finger stick) laboratory tests.

Requirements:

- High School diploma or GED.
- Office experience or related training.
- Ability to organize and prioritize own work and effectively multi-task.
- Ability to navigate computerized databases and complete data entry accurately.
- Works effectively in a team approach.
- Ability to provide excellent customer service.



HUMAN RESOURCES

521 Cobb Street
Cadillac, MI 49601



P: 231-876-3815
F: 231-775-4731



www.dhd10.org



healthdept10

District health provides a competitive benefit package.

Submit resume and cover letter. This posting will remain open until filled with preference given to those applications received by 05/25/2022.

DHD #10
Human Resources
521 Cobb St.
Cadillac, MI 49601
or

online at: <http://www.dhd10.org/contact-us/join-our-team/>

****District Health Department #10 is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran***