

WIC Clinic Assistant E.O.E.

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

Duties:

- Performs WIC office support duties including 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.
- Experience in general office procedures including reception and data entry.
- Ability to organize, problem-solve, prioritize work and multi-task.
- Ability to navigate computerized databases and complete data entry accurately and efficiently.
- Ability to work effectively in a team approach.
- Ability to provide excellent customer service.

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 08/09/2022.

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***



HUMAN RESOURCES
521 Cobb Street
Cadillac, MI 49601



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



www.dhd10.org



healthdept10