



# Position Description

Canton City Public Health  
FINAL

|   |                                      |                   |                    |                                |
|---|--------------------------------------|-------------------|--------------------|--------------------------------|
| <b>Position Title:</b>  | WIC Assistant                        |                   | <b>Position #:</b> | 828                            |
| <b>Working Title:</b>   | WIC Full-Time Clinic Assistant/Clerk |                   | <b>CS Status:</b>  | Classified                     |
| <b>Division or Unit:</b>  | WIC                                  |                   | <b>Reports to:</b> | WIC Supervisor                 |
| <b>Employment Status:</b>   | Full-time                            | <b>Pay Grade:</b> | 2                  | <b>FLSA Status:</b> Non-exempt |
| <b>Funding Source:</b>  | WIC Grant                            |                   |                    |                                |
| <b>This position description was last approved by the Board of Health on:</b> |                                      |                   | January 22, 2018   |                                |

**Position Summary:** Dual trained public health clerk and clinic assistant. Performs general duties in a noisy, fast-paced setting and must be knowledgeable in and adhere to WIC policies and procedures. WIC Assistant engages in repetitive clerical work and must be able to multi-task, assist to facilitate and manage the WIC clinic, perform WIC clinic anthropometric measurements, generalized WIC laboratory and administrative duties, and related work as required. He/she must maintain confidentiality, and possess required knowledge, skills, abilities and experience to maintain accurate data and statistics and be able to explain and demonstrate the essential functions of the job. Under the general supervision of the WIC Supervisor and/or his/her representative.

- Essential Duties and Responsibilities:**
- 50% Clerical (Participant related)
    - Providing services for WIC eligibility including scheduling, documenting and completing the appropriate WIC application, answering phones and directing calls, providing voter registration forms, screening for immunization records, and registering clients for clinic.
  - 25% Clerical (Non-participant related)
    - Completing non-direct participant related services such as mailing appointment reminders, checking and pulling charts, completing transfers, taking meeting minutes, tracking show rates, maintaining supply inventory and ordering supplies as needed; utilizing Microsoft Office and other computer programs specific to WIC; opening daily mail and sorting; maintaining accurate statistics for various annual and monthly reports; and being mindful of record retention requirements.
  - 20% Clinic Assistant
    - Performing clinical procedures including but not limited to heights, weights, and hemoglobins, assessing Immunization Records and inputting forecasts into the ImpactSIIS database or system used by the WIC program, and referring WIC participants to community or health services as needed. Must be able to work quickly and efficiently while processing a high volume of program participants.
  - 5% Other duties as assigned

**Other Duties and Responsibilities:** Additional duties include assisting WIC Clinic Assistant and WIC Dietitian as needed or as determined by the WIC Supervisor and/or WIC Director.

**Minimum Qualifications:** This individual must have a high school diploma or equivalent and completed a standard course in high school including typing, Microsoft Office or a combination of both.

**Preferred Qualifications:** Preferred Graduate of an accredited school with a medically-focused degree such as a Medical Assistant or Dietetic Technician Degree.

- Excellent communication skills (verbal, non-verbal, written)
- Previous work experience (WIC clinic or healthcare service)
- Up-to-date computer system skills & social media knowledge
- Bilingual/cultural awareness

**Minimum Credentials:** N/A

**Key Competencies:** The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1A3, 1A4, 1A5, 1A7, 1A8, 1A10, 1A11, 1A12
- Policy Development and Program Planning Skills: 2A2, 2A5, 2A6, 2A8, 2A10, 2A11
- Communication Skills: 3A1, 3A2, 3A6
- Cultural Competency Skills: 4A1, 4A2, 4A3
- Community Dimensions of Practice Skills: 5A1, 5A2, 5A4, 5A5, 5A7, 5A8, 5A10
- Public Health Sciences Skills: 6A2, 6A6, 6A7, 6A9
- Financial Planning and Management Skills: 7A3, 7A7, 7A10, 7A11, 7A12, 7A14
- Leadership and Systems Thinking Skills: 8A1 8A2, 8A5, 8A7, 8A9

Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8, 2B7
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

**Work Environment:** General office setting in a health department facility. Work performed in this position may be subject to challenging interactions with community members. WIC clinic is fast-paced and typically noisy due to high volume of clients. Some in-state travel required.

**Approval:** This position description was approved by the Board of Health on: **January 22, 2018**

**Revision History:** Dates of prior approved versions:



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## Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name