

# Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



## JOB OPPORTUNITY

<b>Job Title</b>	<b>WIC Support Staff, Secretary 1</b>
<b>Team</b>	Women, Infants & Children
<b>Supervisor</b>	WIC Director
<b>Director</b>	WIC Director
<b>Programs</b>	Women, Infants & Children (WIC)
<b>Funding Sources</b>	WIC Fund
<b>Civil Service and FLSA Status</b>	Non-exempt, Classified
<b>Appointment Status</b>	Full-time
<b>Grade/Classification</b>	12
<b>Insurance Benefits</b>	Eligible for full-time benefits
<b>Leave Benefits</b>	Eligible for vacation, sick, personal, holiday
<b>Pay Range</b>	\$15.13 + 3.5% raise upon completion of probation
<b>Regular Hours</b>	40
<b>Date Posted</b>	2/19/2025
<b>Candidate Review</b>	Rolling basis beginning 2/26/2025

### **JOB SUMMARY**

The WIC Support Staff/Secretary 1 position determines the eligibility of participants not related to breastfeeding, nutritional or dietary risks and performs non-direct participant-related services including but not limited to intake, setting up charts, compiling monthly reports, notification mailings and closing participant files.

### **EDUCATION & QUALIFICATIONS**

A high school diploma or a General Educational Development (GED) diploma is required.

### **ESSENTIAL FUNCTIONS**

Determines WIC eligibility of participant not related to breastfeeding, nutritional or dietary risks; Performs and documents intake duties/interview; Explains WIC program to clients, including rights and responsibilities; Assigns WIC EBT Card, issues food package (assigned by Health Professional) and instructs use to participant; Ensures screening and referrals for the lead testing and immunizations are performed; Completes heights, weights and hemoglobin and other laboratory work as assigned; Serve participants as "front-line" staff utilizing appropriate customer service skills when answering phones and greeting participants upon arrival to clinic; Maintains Master Schedule; Schedules client appointments; Coordinates in-state transfers; Maintains daily record of client visits and clinic activity; Assists in training new staff and interns to provide clinic services; Performs non-direct participant related services; Sets up and maintains clients charts; Compiles monthly case load reports and submits to WIC Director; Conducts monthly term and purge reports; Discharges clients and closes files according to guidelines; Prepares and mails notification of termination to participants; Provide appointment reminders; Functions as or assists Voter Registration Coordinator as assigned by WIC Director; Assist in records retention; Participate in WIC Program outreach; Refer vendor complaints to ODH WIC vendor operations staff; Maintain inventory of supplies other than those related to breastfeeding or nutrition education; Assist in limiting barriers to breastfeeding in the clinic, such as eliminating formula cans/advertising materials from common client areas; Maintain breastfeeding awareness; Conduct interviews without presumption of infant feeding method and commend mothers for whatever amount of breast milk they supplied to their infant; Make referrals to appropriate breastfeeding personnel when a change in infant feeding status is reported; Make

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referrals to appropriate health professional personnel when concerns about intake, nutritional status, nutrients, growth, supplementation; Assist in maintaining a child friendly nutrition/active lifestyle promoting workspace and clinic; Assist as assigned in Mid-certification Nutrition Education Activities under direction/supervision of RDN/LD.

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of State WIC and local WIC project policies and procedures; VENA counseling, community resources and services.

Use of medical infant scale and adult scale, recumbent and standing measuring board, Masimo Pronto, HemoCue, microcuvette, and lancet, WIC Certification System and IBM Cognos Connection.

Ability to add subtract, multiply and divide fractions and/or percentages. Conversions between U.S. standard and metric system measures.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

## **ORGANIZATION OVERVIEW**

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety.

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CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

**Interested applicants should send a cover letter, resume, and completed application to:**

**Shannon Hackathorne**

**Administrative Assistant to the Health Commissioner & HR Specialist**

**shackathorne@ccchd.com**

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Applications will be accepted on a continuous basis until the position is filled.