

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Community Health Programs
Job Description

Date: November 2018
Exposure Determination Category: 3

Salary Grade: 7-8
Chart: 1 Non-Exempt

Job Title: Bilingual WIC Clerk

Reports To: WIC Program Manager

Areas of Responsibility: Complete certification and vouchers for clients applying for WIC services, assist WIC Program Assistant with office duties, and pack for off site clinics.

Major Duties:

1. Complete intake process for WIC clients, including accurate data entry into WIC computer system.
2. Schedule appointments and update client information.
3. Prepare and issue WIC vouchers and maintain check printers.
4. Interpret for professional staff.
5. Pack completely for off site clinics.
 - a. Assure that equipment, forms, and other necessary materials are ready for transport.
 - b. Share responsibility for driving van to off site clinics.
6. Assist Vendor Coordinator with vendor responsibilities.
7. Acquire and maintain knowledge of WIC procedures to assure compliance with state WIC regulations
8. Maintain confidentiality of records and communications.
9. Attend staff meetings and training opportunities as required.
10. Other duties as assigned

Working Conditions:

- 90% office environment with clinic interaction with the public
- 10% training and meetings.
- In and out of town travel.

Physical Requirements:

- Requires periods of typing and sitting at desk.
- Fine manipulation of hands with repetitive action.
- Operate office machines.
- Occasional lifting and carrying up to 20 pounds.
- Must regularly talk, hear and have close vision ability.

Minimum Qualifications:

Grade: 7

1. High school graduate or GED.
2. One year of experience in an office setting or data entry.
3. Data entry speed of 1,600 keystrokes per hour (25 wpm)
4. Proficient level of oral and written communication to effectively communicate with individuals of diverse ages, abilities, cultures, socioeconomic backgrounds, and sexual orientation.
5. Minimum of 21 years old.
6. Valid driver's license and clean driving record.

Grade: 8

1. Must meet minimum qualifications above;
2. Three years experience in an office setting or data entry.

Approved by Human Resource Director: _____ Date: _____

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