

**County of Grundy--Job Posting
Health Department**



Date of Posting: July 26, 2022
Applications Accepted Until: Posted until filled
Job Title: WIC (Women, Infant and Children) Clerk
Employee Status: Full Time, 37.50/week, non-exempt
Union Affiliation: AFSMCE
Rate: \$16.00 (Grade 1)
Competitive Benefits: Medical, Dental, Vision and Life Insurance
Generous accrual of Paid-Time Off
Contribution to IL Municipal Retirement Fund (IMRF)
Paid Holidays
Professional development opportunities
Potential student loan forgiveness

SUMMARY

The Grundy County Health Department works to preserve, protect and promote the health and well-being of Grundy County. Services are offered in response to community need and in accordance with oversight agencies to clients of the lifespan – infant to older adults.

The ideal candidate will work as a team player, cooperating with colleagues to best serve the residents of Grundy County, in a fast-paced and ever-changing environment. Under the supervision of the Director of Nursing, the candidate will possess a positive attitude and be capable of critical thinking, sound judgement and working independently as needed.

This position requires a high degree of organization and communication skills necessary to accomplish the various tasks within the goal of providing professional service to the clients. This position is responsible for the management, retention, receipt, dissemination of information, observing HIPAA confidentiality guidelines, and offering service in a professional and courteous manner. Maintaining information needed to assist clients, staff, residents and others and the ability to work in an electronic health records systems accurately and quickly.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Screens WIC inquiries and schedules/reschedules WIC appointments.
2. Mails reminders for clinic appointments.
3. Prepares client files for clinics and reviews for completion of all needed information.
4. Performs intake/exit functions during clinic and is responsible for managing clinic flow.
5. Makes sure the local agency is in compliance with the National Voter Registration Act.
6. Performs food voucher reconciliation and explaining usage guidelines once WIC nutritionist has assigned food package.
7. Schedules clients for classes/individual counseling.
8. Performs in state and out of state transfer functions for WIC clients.
9. Performs other clerical duties as needed.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell as well as lift up to 25

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

MINIMUM REQUIREMENTS

Requires high school diploma with some clerical skills. Previous experience working in a WIC program or a bachelor's degree preferred. Hearing and Vision screening certificate provided by IDPH within 12 months of hire preferred.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to HR@grundyco.org with **"WIC Clerk"** in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).