

WIC Assistant (Spanish Speaking)

23033

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assisting participants in the Women, Infants and Children program of the Onondaga County Health Department. An employee in this class is responsible for direct contact with participants concerning WIC policies as well as filling out appropriate forms and referring participants to WIC nurses and nutritionists. Direct supervision is received from an administrative superior. No supervision is exercised in this position. This class differs from that of WIC Assistant in that it requires the employee to be bilingual in both English and Spanish. Does related work as required.

TYPICAL WORK ACTIVITIES

Distributes checks to WIC participants.

Explains appropriate use of checks with regard to WIC policies and guidelines.

Oversees participant signing check register.

Obtains financial information and fills out appropriate forms.

Assists in filling out certification form.

Reviews case files for two month time lapses.

May assign duties to subordinate clinic staff.

May be assigned to manage smooth flow of clinic proceedings.

Assigns clinic appointments for program participants.

Answers inquiries about the program within given guidelines.

Weighs and records weight of prenatal women.

Performs finger stick blood collection, after training on this procedure, for hematocrit hemoglobin or blood lead analysis.

Participates in public health preparedness activities as trained and assigned.

Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of WIC policies and procedures.

Working knowledge of record keeping, filing and clerical techniques.

Ability to maintain records using an alphabetical or numerical filing system and calculations for financial eligibility.

Ability to understand and interpret written material.

Ability to establish effective working relationships with health professionals, nurses, program participants and children.

Ability to communicate effectively with the public.

Ability to speak read and write fluently in both Spanish and English.

MINIMUM QUALIFICATIONS

One (1) year of clerical experience, or its part-time equivalent, which must have included face to face contact with the public.

NOTE: Successful completion of fifteen (15) credit hours from a regionally accredited or New York State registered college, university or business school may be substituted for six (6) months of the clerical experience required for this position. In all cases, candidates must have a minimum of six (6) months of the required work experience to qualify for this examination.

SPECIAL NECESSARY REQUIREMENT

Candidates must be able to read, write and converse fluently in Spanish and English.

03/2017 Revised