

WIC Assistant

23040

(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 Nutritionists. Direct supervision is received from an administrative superior. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES

Enters financial, residential and categorical WIC eligibility information into WIC Statewide Information System (WICSIS).

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

Reviews case files for two month time lapses.

Obtains financial information and fills out appropriate forms.

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, infants and children.

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

Acts as "Greeter" in clinic area to insure participant receives appropriate paperwork needed for certification.

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.

Basic computer skills

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

Ability to establish effective working relationships with health professionals, program participants and community agencies.

Ability to communicate effectively with the public.

MINIMUM QUALIFICATIONS

Open Competitive

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.