

WIC CLERK

TOMPKINS COUNTY

Department Health
Classification Competitive
Labor Grade G (7)
Approved Reclass 07/10
Revised _____
By AF: Commissioner of Personnel
BBP Risk Factor At Risk

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assisting participants in the Women, Infants and Children (WIC) program of the Tompkins 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. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES

Transports, sets-up and breaks down clinic supplies and equipment for outlying WIC clinics;
Acts as receptionist in clinic area to insure participant receives appropriate paperwork needed for Certification;
Monitors participant and staff safety in clinic waiting room;
May be assigned to manage smooth flow of clinic proceedings;
Uses a standard keyboard and visual screen to enter and retrieve pertinent data from computer files;
Obtains financial, medical information and assists participants in completing appropriate forms;
Determines financial, residential and categorical WIC eligibility and enters information into WIC Statewide Information System (WICSIS);
Weighs and records weight of prenatal women, infants and children;
May perform finger stick blood collection, after training on this procedure, for hematocrit or hemoglobin blood analysis;
Provides routine information and referral services on nutrition and related subjects to WIC participants within given guidelines;
Explains appropriate use of checks with regard to WIC policies and guidelines;
Participates in distribution of vouchers to WIC participants;
Reviews case files for two month time lapses;
Schedules clinic appointments for program participants;
Prepares charts and reports as requested, reviews for accuracy, completeness, processes and conformity with WIC policies and procedures;
Instructs new employees in the specialized clerical work of the program;
Assists in the nutrition operations of WIC clinics including basic nutrition visits, and tailoring/authorizing simple WIC food packages, upon completion of required WIC training modules;
Assists with WIC group sessions as needed;
Assists with breastfeeding promotion and education as directed and as appropriate;
Participates in public health preparedness activities as trained and assigned;

CONTINUED ON THE NEXT PAGE

WIC CLERK (CONTINUED)

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of basic arithmetic functions,
Working knowledge of record keeping, filing and clerical techniques;
Basic computer skills
Ability to interpret and apply information related to WIC policies and procedures,
Ability to maintain records using an alphabetical or numerical filing system and calculations for financial eligibility;
Ability to perform close detail work involving considerable visual effort and strain;
Ability to establish effective working relationships with health professionals, program participants and community agencies.
Ability to interpret WIC program goals and encourage behavioral changes to achieve these goals;
Ability to communicate effectively and work well with others, both orally and in writing;
The employee's physical condition shall be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma AND at least one (1) year of full-time paid (or its part-time equivalent) office clerical experience.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS

Appointees must possess a valid New York State Driver's license at the time of application and maintain such license for the duration of employment.

W32.doc

07/2010