

## **JOB POSTING FOR LEWIS AND CLARK COUNTY**

**Position Title:** Administrative Assistant – WIC Program

**Organization:** Lewis & Clark County Public Health

**Pay Rate:** \$18.20 per hour to \$19.27 per hour

**Position Type/Status:** Part-time – 34 hours per week/Non-exempt/MFPE

**Closing Date:** April 26, 2024

Lewis and Clark County Public Health is hiring a Part-time Administrative Assistant to work in the WIC Program. Under general supervision from the Child and Family Supervisor, this position performs a variety of clerical tasks, reception and administrative support.

This position is 34 hours per week. This position may be a full-time position if the candidate was or is a WIC participant and breastfed their own child and can also work as a Breastfeeding Peer Counselor.

### **Who We Are**

WIC is an acronym for Women, Infants and Children. This valuable program provides:

- Nutrition screening, education and counseling to improve eating behaviors and reduce or eliminate nutrition problems
- Access to preventive health programs and referrals to private and public health providers
- Benefits to purchase healthy foods at supermarkets across Montana
- Breastfeeding support and counseling
- Free breast pumps
- Benefits for fresh fruits and vegetables at seasonal farmers markets
- Referrals for dental screening
- Referrals to other local health and social services

### **Benefits**

Lewis and Clark County offers a competitive benefits package!

Includes:

- Health Coverage – 2 Types of Health Plans which includes medical, dental, vision, and pharmacy coverage;
- Traditional Plan - cost for employee only is \$50 per month and with the Wellness incentive, the cost may be reduced to \$0 per month for full-time employees;
- High Deductible Health Plan – cost for employee is \$0 per month and a additional \$1200 per year to a Health Savings Account for full time employees;

- PureView Health Center – preferred clinic provider and no cost to the employee and his/her dependents;
- Retirement plans;
- Paid Vacation and Sick Leave and Holidays;
- Employees are provided with \$25,000.00 of Life Insurance and \$25,000.00 of AD&D insurance as a new employee;
- Wellness Screening Incentive;
- Gym Membership Reimbursement;
- Voluntary Supplemental Life Insurance;
- Public Service Loan Forgiveness (PSLF) – Employment with the County may qualify you to receive student loan forgiveness under the PSLF. Look here to learn more and see if you may qualify!
- <https://fed-pro.org/public-service/>

## Other Benefits

Includes:

- Working in a fast-paced environment;
- Opportunity to serve on a variety of different committees;
- Professional development and training opportunities;
- Cost of living increases;
- Market adjustments;
- Step based wage increases;
- Paid parental leave.

## Duties

- Performs a variety of clerical tasks, reception, and administrative support duties;
- Creates the master clinic schedule and coordinates clinic flow;
- Answers phones and schedules appointments;
- Greets clients and responds to client's requests and questions;
- Maintains records and data entry;
- Prepares correspondence and documents;
- Attends required meetings and trainings;
- Orders office supplies;
- Gathers and records anthropometric measurements;
- Assists program certifying staff in collecting participants demographic and Nutritional practice information;
- Schedules follow-up visits as needed;
- Provides food benefits to program participants;
- Provides nutrition education, including breastfeeding education, for WIC participants;
- Performs duties and responsibilities in a culturally sensitive and appropriate manner;
- Performs other duties as assigned.

## Examples of Knowledge

- Knowledge of federal and state rules and regulations relating to WIC program;
- County policies and procedures;
- Health Department policies and procedures;
- WIC program policies and procedures
- HIPAA requirements;
- Clerical practices and procedures;
- Office methods, practices and procedures;
- Confidentiality regulations and practices applicable to records.

## Examples of Skills & Abilities

- Ability to use common office machines;
- Operate computer systems and related software, including word processing, spreadsheet and proprietary data programs;
- Electronic medical records
- Maintain files and records according to prescribed standards;
- Maintain documents and records according to prescribed standards;
- Observe and maintain office confidentiality requirements;
- Communicate effectively orally and in writing;
- Follow verbal and written instructions;
- Ability to develop connections or work with diverse populations;
- Establishes effective working relationships with fellow employees, supervisors, clients and citizens.

## Qualifications

The knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school and one (1) year of office experience preferred. Associates degree in Office Technology or equivalent and legal office experience preferred.

WIC staff that provide direct clinic services must attend New Employee Orientation provided by the State WIC Office within 12 months of hire. Current or former WIC participants encouraged to apply.

## Special Requirements

This position may be a full-time position if the candidate was or is a WIC participant and breastfed their own child and can also work as a Breastfeeding Peer Counselor.

## Physical Demands

Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable. This position requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear, and see. Must be able to move or lift documents and materials weighing up to 30 pounds. Position requires knowledge and use of typical office equipment including telephone, copiers, fax

machines, and personal computer. Position requires regular contact with employees and clients. May require travel to remote locations.

## **Application Instructions**

Applications for this position are accepted online only through our career portal. [Job Opportunities - Lewis & Clark County \(lccountymt.gov\)](#)

[www.lccountymt.gov/Government/Human-Resources/Job](http://www.lccountymt.gov/Government/Human-Resources/Job)

The following items are required along with the on-line application:

- Resume
  - Attach resume to online application in designated section
- Cover Letter
  - Attach cover letter to online application in resume upload section as well. More than one document can be uploaded.

For questions on this position or on the application process, please call (406) 447-8316 or e-mail [kgrose@lccountymt.gov](mailto:kgrose@lccountymt.gov).

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