



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **WIC Nutrition Aide**
Schedule: **Full-time with Benefits**
Department: **City-County Health Department**

Salary: **\$11.58-12.18 per hour DOE**
Closing Date: **Open Until Filled**

Education/Experience/Training:

- Minimum of High School Diploma or High School Equivalency (HSE).

Certifications:

- Valid Driver's License issued by the State of Montana.

JOB SUMMARY

The Nutrition Aide at the CCHD works in the Special Nutrition Program for Women, Infants and Children (WIC) at the CCHD and primarily functions and works as a clinic receptionist responsible for checking in participants, scheduling and determining financial eligibility, obtaining growth and biochemical information, issuing and securing food benefits and performing general clerical, administrative and organizational duties. This position promotes and supports breastfeeding, provides program outreach, makes referrals to community services and performs other related duties as assigned or required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Establishes and maintains effective and productive working relationships with fellow employees, supervisors and the public; Provides professional and excellent customer service; Schedules client appointments for main and satellite WIC clinic; Answers incoming calls and retrieves phone messages, responding in a timely fashion; Verifies participant categorical, financial and residential eligibility according to WIC State Plan; Utilizes M-Spirit data system on a daily basis and assures compliance with WIC guidelines; Refers clients to WIC Breastfeeding Peer Counselor as needed; Assists with setting up and cleaning of weight rooms and assures play area toys are in sanitary condition; Assists in ordering, stocking and maintaining clinic supplies and educational materials; Completes all required manual documentation and establishes or updates client information in the WIC electronic data base; Responsible for general clerical and administrative duties of the WIC clinic; Assists and supports families in locating community resources; Assists with program outreach as needed; Maintains security of food benefits; Maintains and strictly adheres to confidentiality rules, standards and guidelines according to Health Insurance Portability and Accountability Act (HIPAA) and WIC; Participates in ongoing position related training as required or requested; Reports all suspected child abuse and neglect as required by law and documents accordingly; Informs supervisor of any need to report to the Child Abuse and Neglect hotline; Performs duties efficiently and effectively; Follows CCHD and County policies, procedures, guidelines and standards; Maintains required CCHD/WIC program immunizations; Performs other related duties as assigned or required.

Knowledge and understanding of:

Professional and effective customer service; Basic computer data entry, Microsoft Office (Outlook, Word, Excel, Internet); General office procedures, techniques and practices; Community resources; Cultural sensitivity; HIPAA and WIC Privacy and Security rules, regulations, guidelines and standards; Cascade County and CCHD safety policies, procedures, rules and guidelines.

Skills in:

Time management and organization; Accurate recordkeeping; Computer use to manage data to meet essential job requirements; Microsoft Excel, Word, Outlook, Windows, Internet; Professional and effective customer service; Professional and effective communication, both oral, written, in person and by telephone;

Ability to:

Work and function as a team member; Perform biochemical tests on children and adults; Work with families with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner; Communicate in a professional and effective manner with participants of the program; Work with challenging or emotional customer situations and respond effectively to client needs; Adapt to changes in the work environment; Manage competing demands, changes in approach or method to best fit the situation; Deal with frequent change, delays and or unexpected events; Meet established timelines and or deadlines; Demonstrate punctuality; Effectively operate a variety of office equipment; Adhere to a high degree of confidentiality and sensitivity towards the families involved; Maintain confidentiality and comply with HIPAA and

WIC privacy rules, regulations, guidelines and standards; Work independently with little direction while still functioning as a team; Read and comprehend materials; Analyze and compile reports, information and documents; Observe required work hours; Communicate effectively orally and in writing; Observe established lines of authority; Identify problems that adversely affect the organization and its functions and offer suggestions for improvement.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

This position is covered by and subject to the Collective Bargaining Agreement by and between Cascade County and Federation of the Cascade City County Health Department Local #7772 (MFPE).

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER