

POSITION: WIC Health Technician I

POSTING #: 6690-0918ksa

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

PART TIME CAREER SERVICE POSITION

Monday, Tuesday, Thursday and Friday 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.
Wednesday 9:30 a.m. – 1:30 p.m. and 2:30 p.m. – 6:30 p.m.

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REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents: *Language Skills Assessment***
- **A typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Required licensure**

STARTING SALARY: Step A: \$14.16 – Step G: \$16.31

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: September 05, 2018

CLOSING DATE: September 19, 2018

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Provides basic health assistance in health clinics such as collecting and recording height, weight and hematocrit/hemoglobin. Collects and documents income, residency and identity of clients to determine eligibility for services. Completes reports and performs other support duties associated with record keeping for the Women, Infants, and Children (WIC) Program.

DUTIES INCLUDE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Make appointments for clients, ensuring they are given appropriate appointment(s) within required time frame. Instruct clients on what they will need to bring to the appointment. Document required actions such as appointment attendance, notification of ineligibility, and instructions that were given.
2. Participate in initial client screening to assess program eligibility by completing computer intake processes which includes verifying income, residency, and identity. Ensure compliance with established policy and accuracy of required documentation.
3. Measure and document height, weight and head circumference of clients according to policy. Review calculated ages and computer-generated growth charts to ensure correct information. Ensure premature data is accurate.
4. Use strict infection control techniques and dispose of blood contaminated lancets and materials in compliance with OSHA regulations.
5. Perform first aid and CPR required in clinic.

6. Clean and sanitize areas of the clinic that have been contaminated by body fluids. Clean exam room area and toys at the end of each shift.
7. Clean and sanitize biochemical and anthropometric equipment per policy and maintain required documentation. Assist with monthly calibrations on all equipment.
8. Issue food benefits per policy ensuring proper documentation.
9. Perform data input relating to office functions.
10. Receive and screen office visitors and telephone calls. Refer clients and callers to appropriate divisions and other county agencies.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge, Skills, and Abilities

- Knowledge of basic first aid
- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry
- Ability to maintain cooperative relationships with those contacted during work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand objectives and follow general instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task

REQUIREMENTS FOR EMPLOYMENT:

1. High school diploma or equivalent
2. One (1) year of clerical or medical support experience
3. Equivalent combinations of education and experience may also be considered

Additional Eligibility Qualifications

1. Selected applicants must pass a typing test at or above the rate of 40 WPM net
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
3. Selected applicants may be subject to, and must pass, a background check

Preference may be given to those applicants with bilingual Spanish speaking/reading skills.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.