

Time limited - Non Benefitted Position

This position will be open until filled

Women, Infants and Children (WIC), a division of the Health Department has the following position available:

Eligibility Technician-WIC

The candidate selected for this position must be available to work: Monday and Tuesday 8:00 AM to 5:00 PM, Wednesday 9:30 AM to 6:30 PM, Thursday & Friday 8:00 AM to 5:00 PM. Spanish Preferred. The position will be for 8-20 hours per week and does not have benefits. Must be willing to travel to outlying clinics. Valid Drivers license required.

Salary Range will be determined by experience and qualifications.

Entry pay for this position is \$11.25 with completion of at least one year general clerical work experience. Additional experience and or education would start at a higher pay level.

Duties will include:

Collects client data in person or by phone and inputs information into the computer
Schedules appropriate appointments for clients
Provides general information to public and clients concerning WIC program
Prints WIC vouchers and explain to clients their benefits
Prepares and files client records and other basic office duties

Preference will be given for those applicants who can type 40 WPM net and have secretarial or related work experience.

If interested in this position:

Please submit Utah County application and credentials to -

Janice Ivie - WIC Administrative Specialist

816 N. 980 W., Orem, UT 84057

or

Crystal Forbes WIC Administrative Specialist

151 S University Avenue, Ste 2100, Provo, UT 84601

For questions call 801-851-7343