

# **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: Health Aide**

The candidate selected for this position must be available to work: 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

The position will be up to 24 hours per week and does not have benefits.

Spanish Preferred.

Must be willing to travel to outlying clinics.

**Hourly wage:**

Hourly wage will be determined by experience and qualifications

**Duties will include:**

Responsible to collect and record height, weight, and Hemoglobin used to determine client nutritional eligibility for WIC program.

Calibrates and sanitizes medical equipment and responsible for all first aid and infection control needs for the clinic.

Performs secretarial and clerical work of considerable difficulty and involving some independent judgment.

Performs general office functions and related work, as required. Work is performed under general supervision.

Preference will be given for those applicants who have secretarial or medical assistant or related work experience with First Aid and CPR.

**If interested in this position please contact:**

WIC Administrative Specialist

**Crystal Forbes** - 801-851-7318, 151 South University Avenue, Ste 2100, Provo, UT 84606