



WIC Health Technician I

Job Description

Department: Health
Position: Career Service
Grade: 501
Supervisory: No
Reports to: Office Supervisor - WIC

Summary

Under the supervision of the Office Supervisor – WIC, 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.

Essential Functions

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 as 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 equipment.
8. Issue food benefits per policy ensuring proper documentation.
9. Perform data input relating to office functions.

For Office Use Only

Job Code: 6690
Job Title: WIC Health Technician I
FLSA: Non-Exempt
Effective Date: 3/14/2019
Public Safety: No

Workers' Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

10. Receive and screen office visitors and telephone calls; refer clients and callers to appropriate divisions and other county agencies.

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

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in a busy clinic and requires frequent contact with the public including babies and children. While performing the duties of this job, the employee is exposed to cleaning chemicals and possibly to contagious or infectious diseases. The work requires use of protective gloves. This job requires frequent contact with the public which exposes incumbents to individuals that may be angry, agitated, or otherwise upset. This role routinely uses standard office equipment such as a laptop, desktop, photocopiers, and shredders. The noise level in the work environment is moderate to noisy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

For Office Use Only

Job Code: 6690
Job Title: WIC Health Technician I
FLSA: Non-Exempt
Effective Date: 3/14/2019
Public Safety: No

Workers' Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although infrequent out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

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 forty (40) WPM net.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

For Office Use Only

Job Code: 6690

Job Title: WIC Health Technician I

FLSA: Non-Exempt

Effective Date: 3/14/2019

Public Safety: No

Workers' Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

For Office Use Only

Job Code: 6690

Job Title: WIC Health Technician I

FLSA: Non-Exempt

Effective Date: 3/14/2019

Public Safety: No

Workers' Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor