



KENDALL COUNTY
HEALTH DEPARTMENT
EMPLOYMENT OPPORTUNITY
WIC SPECIALIST
PART-TIME-NON- 24 HOURS PER WEEK

Equal Opportunity Employer. Smoke free campus. Pension, vacation, & paid holidays.

EDUCATION/EXPERIENCE:

- ▶ Requires a high school diploma or equivalent & 2 years experience in a clerical position or any combination of experience, education, or training which would provide the level of knowledge, skills & ability required.
- ▶ Bilingual in Spanish preferred.

SKILLS/KNOWLEDGE/ABILITIES (MAY INCLUDE):

- ▶ Requires the ability to conduct community health programming for both population & person based services, including, but not limited to WIC, Family Case Management, immunizations, communicable disease, Healthworks, emergency preparedness.
- ▶ Requires the ability to display a positive, cooperative, professional & team orientated attitude & the ability to establish & maintain working relationships with supervisor, co-workers, county, state & other officials & the public.
- ▶ Requires proficiency to work in a Windows environment (i.e. Foothold, social media, Microsoft Office, Outlook, Excel, etc.) & the ability to learn & work with a variety of software programs, including but not limited to new computer-based, data management programs, as they emerge & become available. Requires working knowledge of other equipment/technology, including, but not limited to copy, fax, scanning, computer/laptop, phone, etc.
- ▶ Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form & the ability to deal with problems involving several concrete variables.
- ▶ Requires an understanding of the importance of cultural sensitivity in relation to both staff & clients & the ability to exercise the same.
- ▶ Requires the ability to communicate by phone as well as in person including excellent diction, a helpful & culturally competent approach.
- ▶ Requires the ability to work 12:00 p.m. – 8:00 p.m. one evening per week.
- ▶ Valid Illinois driver's license & current auto insurance required & the ability to pass background check(s)

ESSENTIAL DUTIES & RESPONSIBILITIES (MAY INCLUDE):

- ▶ Provides direct services in all community health programs, including, but not limited to WIC, Family Case Management, immunizations, communicable disease, Healthworks, emergency preparedness and other special programs & projects as directed. Greet visitors/clients courteously & determine their needs.
- ▶ Assist clients as needed with all programs both in person and on phone in all Community Health Services programs/services & refer clients to other needed programs both within the department & outside agencies.
- ▶ May enroll clients in WIC & Family Case Management either in the office or at a home visit, assist with maintaining clinic flow & produce food instruments via the computer. Data entry & record keeping; prepare mailings, faxes & written correspondence.
- ▶ Responsible for payment/fees collections & all related paper work, including repayment agreements.
- ▶ Demonstrates excellent attendance to all shifts & meetings, as assigned.
- ▶ Assist in processes related but not limited to insurance/Medicaid eligibility.

PHYSICAL DEMANDS: Sit at a desk or in a vehicle for extended periods of time. Occasionally stand, bend & reach above the employee's head. Occasionally lift and/or move up to twenty-five (25) pounds. Use hands to finger, handle, or feel. Reach, push & pull with hands & arms. Stoop, kneel, or crouch. Travel independently to & from meeting locations, conferences, etc., in Kendall County & throughout the State, as needed to perform assigned job duties. Specific vision abilities required for this job include close vision, depth perception & distance vision. Occasionally walk to other offices, county buildings & navigate in private homes including stairs, narrow doorways, etc.

Send resume & cover letter to: Kendall County Health Department
Attn: Becki Rudolph, Executive Assistant
811 W. John Street
Yorkville, IL 60560
Fax 630/553-9506
E-mail brudolph@co.kendall.il.us