

W.I.C. ADMINISTRATIVE ASSISTANT

Division: Early Childhood
Department: WIC Services
Supervisor: Associate Director for Nutrition Services- WIC
FLSA Status: Non-Exempt

Job Mission:

To provide reception and general support services for the OLHSA W.I.C. Program.

Performance Standards:

1. Provide friendly telephone services for the OLHSA W.I.C. program.
2. Utilize and navigate the MI WIC database to create client accounts, schedule and reschedule appointments and provide appointment reminders.
3. Carry out all other duties as directed by supervisor.

Qualifications:

1. High School Diploma or Equivalent required.
2. Minimum of one (1) year receptionist and clerical experience, working knowledge of basic computer applications and the Internet in a Windows environment preferred.
3. Experience with the WIC Programs preferred.
4. Must Valid Michigan Driver's License, reliable transportation and valid auto insurance.

Hours & Wage:

\$11.19 per hour
24 hours per week; 52 weeks per year

Location

Oakland County

Job Title:	WIC Administrative Assistant
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Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	6	
Stand	1	
Walk	1	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	Yes	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
Weight Carried	11-25 lbs	

	Pounds	Comments
Weight Lifted	11-25 lbs	

Date: 03/20/2020