

Human Resources

196 Cesar E. Chavez Avenue

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

W.I.C. Health Technician

Division: Early Childhood

Department: WIC Services

Supervisor: Associate Director for Nutrition Services- WIC

FLSA Status: Non-Exempt - Union

Job Mission:

Provide WIC Services and excellent customer service to all eligible WIC participants.

Performance Standards:

1. Ensure all eligible families are enrolled and documented into the WIC Program, including being informed on program requirements and receiving all other needed services.
2. Ensure Anthropometric measurements, Hemoglobin testing, other data is logged into the MI-WIC system and appropriate logs.
3. Provide excellent customer service to clients.
4. Multitasking and supporting client centered approaches to care.
5. Carry out all other duties directed by supervisor.

Qualifications:

1. High School Diploma required. Prior WIC experience preferred.
2. Basic computer knowledge.
3. One (1) year experience working with low-income families.
4. Valid Michigan driver's license, automobile and valid auto insurance.

Hours & Wage:

\$12.44 per hour (minimum)

24 hours per week; 52 weeks per year

Location

Oakland County

Job Title: WIC Health Technician

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	3	
Stand	3	
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	26-50 lbs.	

	Pounds	Comments
Weight Lifted	26-50 lbs.	

Date: July 1, 2021