



**Position:** WIC Clinic Intake Specialist

**Program:** Women Infants Children Program (WIC)

**Supervised By:** WIC Supervisor

**Salary:** \$17.50 hr

**FTE:** 1.0 FTE

**Benefits:** (Full-Time) Medical, FSA, HSA, Dependent FSA, Limited FSA, Vision, and Dental Benefits  
Employee Assistance Program  
Retirement Plan with Employer Matching  
Paid Maternity (Childbirth) and Parental Leave

**Duties and Responsibilities:** To assist in the delivery of nutritional care and education to participants in the Women, Infants, and Children Special Supplemental Food Program (WIC) and to provide clerical support for the Program. Establish a good rapport with internal and external customers. Function as a positive liaison between the customer and the WIC Program through client enrollment and education. Analyze and identify the needs of the customer. Direct clients to the appropriate facilities, programs and/or services available in our community service area. Performs duties in support of all WIC Program Policies and Annual Planning initiatives to ensure the highest quality of customer care in an economically sound and efficient manner in accordance with Foundation Mission.

**Qualifications:**

- HS Diploma or equivalent
- Minimum of 2 years' experience in Health Care related fields and/or Nutrition Education experience preferred
- Ability to communicate effectively at all levels, both oral and written
- Ability to support and work effectively with management and co-workers
- Ability to speak clearly and effectively over the telephone
- Ability to utilize multiple software programs simultaneously
- Computer experience required
- English and Spanish speaking preferred

**Physical Demands and Sensory Requirements:**

- Moderate physical effort: lift/carry up to 30 lbs.
- Occasionally lifts equipment/supplies
- Manual dexterity
- Occasional reaching, stooping, bending, kneeling, crouching

- Hearing sensitivity bilaterally within normal limits (0-24. db. HL) aided/non-aided and/or speech discrimination within functional limits for telephone and personal communication
- Ability to communicate verbally
- Ability to sit in one location for extended periods of time

**Working Conditions:**

- Occasionally subjected to irregular hours
- Extensive use of computer equipment
- Travel required.
- Emergency/crisis situations
- Infectious/contagious diseases

**Environmental Conditions:**

- Temperature Changes: Variations in temperature from hot to cold

**Blood Borne Pathogen Risk:**

- Routine tasks do not involve exposure to blood, body fluid or tissues, but may at times have unplanned exposure

**Protective Equipment:**

- Ergonomic equipment
- Keyboard wrist rests
- Screen anti-glare devices

**The Foundation for Delaware County has the following mandates:**

- Annual Influenza Immunization (**during flu season**)
- All new hires **must have the COVID-19 (updated vaccine) before their start date.**

As an organization with public health programs, we must continue to protect the safety of our clients, our community, and ourselves by doing all we can to reduce the impact of COVID-19 and the Influenza disease.

*The Foundation for Delaware County is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in both our internal operations and throughout our work with the community partners in Delaware County.*

**This position is grant funded and contingent upon grant funding. In the event the grant funding is exhausted, this position may be reduced in hours or eliminated. WIC Program employees are essential workers during times of crisis.**

Interested applicants should send a resume and cover letter to:

[HumanResources@delcofoundation.org](mailto:HumanResources@delcofoundation.org)

