



Butler County Health Department
has a full time opening for a

WIC Clerk/Certifier

to work in our WIC Department. Candidate must be dependable and self-motivated with exceptional organization and communication skills. Job duties include: Enter and retrieve participant data in computerized records; access eligibility; explain program rights and responsibilities; obtain participants height, weight and perform finger sticks; print and explain how to use WIC checks; answers telephones; schedules appointments; operate office equipment; attends meetings and conferences; travel to off-site clinics; promotes breastfeeding; works as a team player and other duties as assigned.

Minimum Qualifications

- High school diploma or GED (must provide proof)
- And three (3) years experience and/or training in clerical

Benefits Include

Vacation, sick leave, paid holidays, health, dental and life insurance, AFLAC, retirement plan

Salary

- Based on experience

Applications available on
butlercountyhealth.org

Submit resume or application to:

Butler County Health Department
Attn: Human Services Coordinator
1619 N. Main, Poplar Bluff, MO 63901

Deadline: January 25, 2018