



Macon County Health Department

Job Opening

Job Title:	Level 4 WIC/FCM Clerical Support
Division:	Women, Infants, and Children (WIC)/Family Case Management (FCM)
Minimum Qualifications:	Minimum of High School Diploma or General Education Diploma (GED) with two years of office experience required. Experience working with families preferred. Must be compassionate, have a pleasant attitude, and maintain a positive, customer-friendly manner with the public at all times. Must have excellent communication, phone, and organizational skills. Must have knowledge of general office procedures/equipment and have basic computer skills; the ability to type 40 words per minute (WPM) preferred. Must be able to work effectively under stress. Must have the ability to work with diverse community groups. Must be able to adapt to and promote a team approach at all times. Must be able to carry, pull, and manage a minimum of 25 pounds of equipment daily. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance.
Summary of Job Duties:	Performs receptionist and clerical duties for the WIC/FCM Programs. Prepares for WIC Clinic prior to opening. Answers calls and client questions. Completes scheduling for clinic appointments. Checks clients into clinic and prepares charts for visits. Performs face-to-face intake interviews, EBT issuance, and curbside service as needed. Assesses WIC income eligibility. Completes faxes, requests for medical records, and other basic clerical tasks. Works alternative hours as needed. Promotes breastfeeding and pregnancy testing.
How to Apply:	Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconcountyhealth.org .

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.