



Health and Nutrition Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Diana Brook
Health and Nutrition Director

JOB DESCRIPTION

JOB TITLE: Clinic Aide

IMMEDIATE SUPERVISOR: Operations Manager

POSITION SUPERVISES: N/A

EMPLOYMENT STATUS: Full Time

GENERAL RESPONSIBILITIES:

Perform various clerical duties in support of the ACCAA WIC program that include providing participants with excellent customer service, maintaining confidential information such as income eligibility, participant benefits, etc., and ensuring that the program meets quality standards in accordance with ODH policies and procedures.

DUTIES AND RESPONSIBILITIES:

Answer phones to schedule appointments, answer participant questions, and direct calls to other staff as appropriate

Assist participants to complete forms required to apply for clinic services.

Conduct appropriate screenings and enter data into WIC system to determine eligibility for program services.

Perform routine clinical procedures including height, weight and hemoglobin in accordance with WIC policy and procedures.

Explain WIC program procedures to participants including use of the WIC Nutrition Card.

Process and file participant charts.

Maintain organization and safety in the immediate clinic environment.

Maintain inventory and accessibility of clinic supplies.

Participate in outreach, farmers' market and breastfeeding promotion activities in the community as assigned.

Complete required program paperwork and reports.

Participate in meetings and learning opportunities.

Other related duties as assigned.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent required. Certified or registered medical assistant and/or phlebotomist preferred. Experience with children and breastfeeding preferred. Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must work harmoniously with other staff, be courteous, neat, and organized.

Must have dependable transportation, a valid driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening.

May sometimes be required to work a flexible schedule that could include evenings and weekends. Overnight travel may be required for training/educational purposes.

Must maintain confidentiality at all times.

Must be proficient in utilizing computers and electronic/social media including YouTube, Facebook, blogs and digital imaging. Must have knowledge of or ability to use necessary computer software and database programs.

Position requires the ability to bend, climb stairs and lift up to 40 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA. E.O.E. D.F.W.P.

Signature

Date

Revised 3/2021

4200 State Road, Ashtabula, OHIO 44004

WIC: (440) 998-7515 SNP: (440) 998-3244 HMG: (440) 997-6015 FAX: (440) 998-0973

This Agency is an equal provider of services and an equal employment opportunity provider. Civil Rights Act 1964 (CRA)