



POSITION POSTING

Date Posted: January 16, 2024
TITLE: Clinical Services Assistant (part-time)
CLASSIFIED: Unclassified, FLSA non-exempt
PAY RANGE: \$17.35 to \$24.29 per hour, commensurate with experience
180-day probationary period
WORK HOURS: 8:30 am to 4:30 pm; some nights/weekends/holidays may be required
IMMEDIATE SUPERVISOR: Nutrition Director

POSITION OVERVIEW:

The Clinical Services Assistant (CSA) supports effective and efficient operations of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). This role is essential to providing a positive customer experience, as the CSA is often the first person to interact with the public face-to-face and by phone. The CSA oversees a variety of important clerical tasks including answering phones, greeting participants, assisting with paperwork, keeping accurate documentation and running reports.

MINIMUM EXPERIENCE/QUALIFICATIONS:

- High school diploma or equivalent
- Experience working in a medical office or clerical role preferred
- Effective oral and written communication skills
- Strong organizational skills, analytical thinking abilities and attention to detail, as well as the ability to work independently and to meet deadlines
- Experience working with diverse populations
- Knowledge of public health laws, regulations and standards
- Must be proficient with computers and use of Microsoft Office Suite
- Must successfully pass background check
- Must possess a valid Ohio driver's license and reliable transportation
- Must be able to provide proof of automobile insurance
- COVID-19 vaccination or eligibility for medical or religious exemption required
- **NOTE:** An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

SUBMIT RESUME TO:

Beth Peery
1840 East Gypsy Lane Rd
Bowling Green, Ohio 43402
419-352-8402 ext. 3236
epeery@woodcountyohio.gov

DATE SUBMITTED BY: Until filled - Interviews will occur on a rolling basis

Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.