



E.O. Posting No. 0011

EMPLOYMENT OPPORTUNITY

Title: Part-time WIC Clerk

Program: B/CS Community Health Clinic - WIC

Beginning Salary: Negotiable

Travel Required: 30%

Duties: Responsible for performing WIC certification procedures by obtaining client information and income eligibility per state and local policy. Duties include: data entry, maintaining files, answering phones, greeting clients, scheduling appointments, teaching nutrition classes, obtaining heights and weights, and performing hemoglobin tests. The position will be 25-30 hours a week and will include some Saturdays. Work schedule will be Monday thru Thursday evenings; the first Friday morning, and some Saturday mornings.

Education & Qualifications:

Must have a high school diploma or equivalent. Must be bilingual with a good driving record.

Applications accepted until filled

Deliver to BVCAA-WIC Program

Mailing address: 3408 S. Texas Ave., Bryan, TX 77802

Telephone: 979-260-4016

Please visit www.bvcaa.org for an employment application.

EOE/AA

Date Posted: 01/20/12