

## JOB ANNOUNCEMENT

### **PART-TIME, NON-BENEFITTED POSITION**

**Must be fluent in both English and Spanish language.**

Must be available to work:

Wednesday: 10:00 am to 7:00 pm

Thursday: 8:00 am to 5:00 pm

Friday: 8:00 am to 5:00 pm

### **POSITION: HEALTH AIDE; WIC DIVISION of the Utah County Health Department DUTIES:**

Responsible to collect and record height, weight, and Hemoglobin used to determine client nutritional eligibility for WIC program. Calibrates and sanitizes medical equipment and responsible for all first aide and infection control needs for the clinic. Performs secretarial and clerical work of considerable difficulty and involving some independent judgment. Performs general office functions and related work, as required. Work is performed under general supervision.

### **PREFERRED QUALIFICATIONS:**

High school diploma or equivalent. Selected applicants are subject to, and must pass, a full background check. One (1) year secretarial training or related work experience and One (1) year medical assistant / secretarial work experience which may include successful completion of a medical assistant / secretarial training program, or related work experience with First Aid and CPR. Additional education may be substituted for experience. Previous experience with preschoolers or WIC is preferred.

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

Ability to work quickly and accurately under pressure; Skill in basic math; Skill in interpersonal relations to handle concerns of parents and fears of children; Ability to maintain cooperative working relationships with those contacted in the course of work activities; Knowledge of blood sampling and testing; Skill in word processing and data entry; Knowledge of health sanitation practices and techniques; and Knowledge of basic first aid. **Selected applicants are subject to, and must pass, a full background check and drug screening.**

STARTING SALARY: Dependent on qualifications.

SCREENING: Based on job related education, experience and test scores.

REQUIRED ATTACHMENTS: None.

### **APPLICATIONS:.**

Requires submission of an official Utah County Government application available at and submitted to the Utah County WIC Division of the Health Department: **Janice Ivie 851-7343** Orem WIC 1549 N. State Street Orem, UT 84057 or **Crystal Forbes, 851-7318** Provo WIC 151 South University Ave.-2100 Provo, UT 84606 NO POSTMARKS OR RESUMES.

**DATE OF THIS ANNOUNCEMENT:**

**CLOSING DATE; November 18, 2009**

RECRUITMENT IS OPEN TO ALL PERSONS WHO MEET MINIMUM QUALIFICATION REQUIREMENTS REGARDLESS OF AGE, COLOR, DISABILITY, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, OR SEX.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, EMPLOYMENT OF PERSONS HIRED BY THE COUNTY WILL BE CONTINGENT UPON PRESENTATION OF ACCEPTABLE DOCUMENTS VERIFYING IDENTITY AND AUTHORIZATION FOR EMPLOYMENT IN THE UNITED STATES.

***UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***