

## **HEALTH SERVICES CLERK**

### **ST. CHARLES, MO**

NECAC, a 12 county area not-for-profit social service, community health, public housing and community action agency seeks a full-time WIC Clerk for the Family Planning/Women, Infants and Children (WIC) program at the St. Charles County Service Center in O'Fallon, MO. Regular work hours will be Monday – Friday; 8 a.m. – 5 p.m. and 8 a.m. – 12 p.m. one Saturday per month. This position will work predominantly in St. Charles County but may work in other county offices to supplement the workforce when required. The position will work under the direction of NECAC's lead WIC person and the Family Planning/WIC Program Director. The position involves contact with the public, visitors and clients. Will clerk for the Family Planning Program. Will predominately clerk for the WIC program and in future with additional training, will become a Certifier and obtain and plot infant vitals, determine risk factors, and prescribe standard WIC packages.

Candidates must possess a high school diploma or GED, along with excellent people skills, hands-on computer experience and a working knowledge of Excel and Word software programs. Medical Assistant experience or certification a plus. Continued employment will require successful completion of state required training. This full-time position has a starting wage of \$10.00 an hour, and an excellent benefit package that includes agency paid health insurance with dental and vision, agency provided 401(k) retirement plan, 14 paid holidays and accumulative vacation days and sick days. A valid driver license and a reliable and insured vehicle are required. This institution is an equal opportunity provider.

To apply, MAIL cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to [ccox@necac.org](mailto:ccox@necac.org), or FAX to 573-324-3960. Because most correspondence is done by email, a valid email address must be on your application or resume. You may also obtain an application at any NECAC Service Center. For further information, call 1-800-748-7636 or visit our website, [www.necac.org](http://www.necac.org). EOE/M/F/D/V