



NH JOB POSTING

WIC Client Services Representative 32 Hours

Are you a resourceful, multi-tasker who loves to empower and uplift others? If so, we want you on our team!

Neighborhood Health is looking for a WIC Client Services Representative, 32 hours per week. As a member of our growing team you will have the privilege of welcoming all WIC clients and helping them to determine their eligibility for WIC services in a supportive, team-oriented environment. You will get to enjoy a regular schedule, no weekends, and paid holidays on top of an attractive benefits package.

What you will get to do:

- Answer WIC phone lines, respond to caller inquiries
- Coordinate, schedule, and enter client appointments into system
- Determine client eligibility according to established guidelines
- Verify applicant residency, income, insurance to complete patient registration
- Encourage WIC participant to use nutrition education component

Full time position with benefits. High School Diploma or GED required. One or more years in an office setting, computer experience, and excellent customer service skills. Bilingual preferred. Interested candidates should send a resume along with a cover letter to NHCI Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862 or by email at HRDEPT@NHCI.ORG or fax (260)969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.