



NHCI JOB POSTING
September 20, 2018

WIC Client Services Representative **20 Hours**

Neighborhood Health Clinics is currently seeking a WIC Client Services Representative for its Allen Co. program. Specific duties include:

- Answering WIC phone lines, responding to caller inquiries.
- Coordinating, scheduling, and entering client appointments into computer system quickly and accurately.
- Determining client eligibility in accordance with established guidelines.
- Verifying applicant residency, income, identification and insurance and completing/reviewing patient registration information for client chart.
- Encouraging WIC participant utilization of the nutrition education component.
- Schedule is: Monday – Friday, 11:00am – 3:00pm

Part time position with some 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.