



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

OCTOBER 8, 2012

#104-12

DEPARTMENT: WOMEN, INFANT, AND CHILDREN'S HEALTH (WIC)
PROGRAM- DEPARTMENT OF HEALTH AND SOCIAL SERVICES

POSITION: SECRETARY RECEPTIONIST

SALARY: \$10.00 PER HOUR

CLOSING DATE: **OPEN UNTIL FILLED**

GENERAL DUTIES:

The position is under the supervision of the WIC Manager, the secretary receptionist shall perform general secretarial and basic administrative duties for the WIC Manager which includes preparing supply requisitions, purchasing office and janitorial supplies, preparing staff travel and registrations, preparing check requests and routing time cards to DHSS.

DUTIES AND RESPONSIBILITIES:

- Answers and appropriately routes all incoming phone calls
- Is responsible for all incoming and outgoing WIC Correspondence/mail
- Prints the daily appointment schedule for from desk reference and for all staff
- Greets all applicants/clients in a courteous manner and ensures minimal waiting time
- Pre-screens all applicants for required eligibility proofs/documents
- Updates all client demographics in the WIC Automated System (STARS)
- Refers all applicants to the Community Nutrition Worker's (CNW's) for further eligibility determination
- Assist CNW's with anthropometric measurements and hemoglobin testing when needed
- Issues clients identification folders
- Issues one, two, or three month insurance of checks for all clients of new certifications, re-certifications, check pick-ups, and nutrition education visits

- Schedules all clients return appointments for one, two, or three months, including high risk clients referred to the Nutritionist for high risk counseling
- Is responsible for all client no-show and follow-up by printing daily reports
- Ensures that WIC checks are secure at all times
- Records all check stock inventory and keeps a daily log
- Schedules all nutrition education classes, including Fit WIC
- Schedules and performs outreach activities to increase or maintain caseload and ensure that highest priority eligible is being served

TRAINING AND OTHER:

- Participants in training provided by the local agency program manager or the nutritionist
- Participants in all statewide staff training provided by ITCA
- Attends other training opportunities as available
- Will perform other duties as assigned

QUALIFICATIONS:

- *Education* – high school diploma or GED
- OR**
- *Experience* – a minimum of one year previous in a WIC Clinic or health related field
- *Knowledge/abilities* – computer skills required. Must have a sincere interest in the role of health and nutrition. Must have the ability to work well with the general public and staff. Must comply with all WIC regulations and confidential provisions, which take precedent over HIPAA requirements, when handling client information or materials. Must have the ability to communicate effectively, orally, and in writing.
- *Licensing or Certifications* – must complete all WIC Knowledge Modules within six months of hire. Must attend the WIC skills building and training soon after hire. Must complete all required Dietetic Education Program courses within two years of hire to obtain a WIC assessment certificate.
- *Other* – must possess a valid Arizona driver's license

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, AZ 85344**

FOR EMPLOYMENT APPLICATION VISIT: [HTTP://crit-nsn.gov](http://crit-nsn.gov)

INDIAN PREFERENCE:

The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(1) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

CRIT OFFERS:

Health and life insurance, pension plan, paid holidays, sick and annual leave
Pre-employment drug screening is required.