

DEPARTMENT OF HEALTH AND WELLNESS



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INTER OFFICE MEMORANDUM

TO: WIC STAFF
FROM: Dr. Patrice A. Harris, MD, MA, Health Director
DATE: November 12, 2009
SUBJECT: HEALTH ASSOCIATE- WIC

Fulton County Board of Health

Phoebe Bailey, PhD, Chair
Lynne P. Meadows, RN, MS
Monica Ryan, BS
Khaatim S. El
Samantha P. Williams, Ph.D
Mary Long, RN

Patrice A. Harris, MD, MA, Health Director

Completed applications for the position of Health Associate- WIC, with a starting salary of \$23,279.00, will be accepted by Kendra James in the Human Resources Management Unit at the above address until close of business Friday, November 20, 2009, from all applicants who wish to apply.

- ❖ **WIC experience is preferred**
- ❖ **Spanish-speaking applicants preferred**

Incumbents in this class performs defined duties related to preparing patients for health program services. Responsibilities include checking patients into clinics, preparing charts, verifying eligibility, issuing vouchers, and performing related clerical work as required.

KNOWLEDGE REQUIRED AT ENTRY:

Knowledge of office practices and procedures; Principles and practices of customer service; General office equipment; Personal computers and related software; Organizing files and data; Providing effective customer service; Using general office equipment including a telephone, calculator, copier and fax machine.

ESSENTIAL DUTIES:

Checks clients/patients into clinics, prepares charts, and weighs and measures patients. Verifies client's eligibility for vouchers and issues manual vouchers. Maintains files, vouchers, and various documents and reports in accordance with federal and state regulations. Provides information to patients about the use and benefits of assigned health program. Aids clients in obtaining referral services. Provides home visits to clients to facilitate the completion of required paperwork. Schedules appointments and classes. Responds to telephone inquires. Collects and organizes program data and maintains computer files.

EXPERIENCE AND TRAINING:

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and one (1) year experience providing customer or client services; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING:

Valid State of Georgia Driver's License (*As required by position assignment*)