

**Clinic Data Clerk - Marshalltown**

Join our health services team and make a difference in the lives of families and children. In this part-time position you will staff WIC and Maternal/Child Health clinics and office, schedule appointments, complete intake information, determine income eligibility, issue WIC EBT cards, enter data, and perform other clerical and receptionist duties. This position may travel with clinic teams to alternative worksites. **Part-time, 24 hours per week, \$10.46 per hour, with an excellent benefit package.**

**Required:**

- High school diploma or equivalent
- Experience or training in basic computer skills

**Closing Date:** Open until filled

Visit <http://www.micaonline.org/jobs> for a full job description and to submit an online application, cover letter and resume. Or send, fax or email cover letter and resume to: MICA, 1001 S. 18<sup>th</sup> Ave., Marshalltown, IA 50158; [641-352-5020](tel:641-352-5020); [jobapp@micaonline.org](mailto:jobapp@micaonline.org) or complete application at above address. Position open until filled. EOE