

BILINGUAL SUPPORT STAFF NEEDED FOR WIC PROGRAM

36 – 40 HOUR WEEKS

YEAR-ROUND

WCCA is seeking a Bilingual Clerk for the Harlan-based WIC program.

Duties of this position include helping load and unload WIC vehicles, setting up clinics, working with participants as they go through clinics, working in the WIC database, setting up appointments and general office duties.

Candidates are required to have a high school diploma or GED, have a valid driver's license and auto liability insurance. Candidates must be bi-lingual with ability to read, write and speak English/Spanish fluently and be comfortable using computers to schedule appointments, make referrals and load benefits.

This is a 36 – 40 hour per week, year-round position that may require traveling in an agency vehicle. Benefits include health, dental and life insurance, paid holidays, vacation and sick pay, IPERS and 403(b) retirement programs.

Apply online at westcentralca.org or at a WIC Clinic.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, West Central Community Action affirmatively states that it does not discriminate on the basis of race, sex, or disability in any of its programs and activities, and this policy extends to employment by the Agency.

All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, transgender, gender identity, age, physical or mental disability, covered veteran status, or any other characteristic protected by law.

Eligibility and other terms and conditions of employment benefits at West Central Community Action are governed by laws and regulations of the State of Iowa, and this non-discrimination statement is intended to be consistent with those laws and regulations.

Neither this job posting nor any submission of your resume or letter of application should be construed as an offer, guarantee, or length of employment.