

Mon Valley Community Health Services, Inc.

JOB VACANCY NOTICE

Become a leader...Become an innovator...Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS! SPHS continues to be a leader in the human services field for over 50 years and counting, providing a wide variety of services throughout Butler, Fayette, Greene, Washington and Westmoreland counties

POSITION: WIC Technician/Breastfeeding Peer Counselor (Part-Time)

PAY GRADE: B

WAGE: \$10.25/hr. (As a minimum)

ESSENTIAL FUNCTIONS:

- Performs a wide range of office and clinic support tasks required to process and provide services to program clients.
- Responsible for the coordination and scheduling of client appointments.
- Assists with the screening and interviewing of potential and current clients for initial certification and re-certification.
- Initiates processing of patients, which may include taking a medical history and blood specimen collection, height and weight.
- Prepares food instruments and assists in their distribution.
- Develops and maintains client files and ensures that records are accurate and current.
- Assists in the nutrition education sessions and assures that clinic sites have adequate program materials.
- Provides basic breastfeeding information and encouragement to pregnant and breastfeeding participants.
- Provides mothers with breastfeeding support and assists/prevents in handling common breastfeeding concerns.
- Provide routine periodic contacts with all breastfeeding mothers.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Has experience with breastfeeding and demonstrates basic communication skills and counseling techniques.
- Ability to read and write and understand and carry out directions/instructions.
- Knowledge of general office procedures.
- Ability to communicate, both in person and over the phone.
- Valid Pennsylvania Driver's License and safe driving record.
- Ability to safely operate and control any agency vehicle as may be required.
- Ability to occasionally lift medical and office supplies weighing up to 25 pounds.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., **OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607**, email naffinito@sphs.org or kjohnson@sphs.org ATTENTION: POSTING#1912-NO LATER THAN FEBRUARY 8, 2019.

EQUAL OPPORTUNITY EMPLOYER