



Lewis County Employment Opportunity

Department: **Public Health & Social Services** | Position: **Health Services Worker**

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Full Salary Range: Grade 114: \$3,779- \$5,083/mo.

Posting Opens: December 18, 2024

Posting Closes: Open until filled

DEPARTMENT / OFFICE

This position is with the Public Health & Social Services Department. This is a represented position within Teamsters 252.

POSITION SUMMARY

Under close supervision, conducts eligibility interviews, certifies applicant eligibility, and issues food benefits for the WIC (Women, Infant, and Children) program; provides nutrition education, general health information, and referral to community and medical resources.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at 360-740-1408 or 740-1480 TTY.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

Note: ALL sections of the application must be complete. "See resume" is not acceptable.

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

MINIMUM REQUIREMENTS

- ▶ High School Diploma or G.E.D. equivalent; AND one (1) year of experience in a medical or social services program. Experience with WIC program preferred.
- ▶ Medical Assistant-Registered Certification required for Hemoglobin testing. Staff are required to obtain the Certificate after hire.
- ▶ Valid driver's license
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively.
- ▶ Experience with WIC Cascades computer information system is preferred.
- ▶ Must complete Washington Certifier Competency Training after hire

Desirable Qualifications:

- ▶ Bilingual Skills (English/Spanish)

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.