

## **Highland County Community Action Organization, Inc.**

### **Family Health Services**

#### **Part Time WIC Support Staff**

Highland County Community Action Organization, Inc. – Family Health Services is seeking a qualified and motivated individual for a part-time position with the WIC Program in Greenfield. The schedule for this role is Mondays and Fridays, with a minimum of 16 hours per week.

As a support staff member, responsibilities will include assisting applicants and participants with eligibility processes, helping issue WIC nutrition cards, and supporting day-to-day clinic operations. The candidate will also assist individuals with applying for health insurance coverage through the Health Insurance Marketplace.

Applicants must have a high school diploma or equivalent, the ability to complete Certified Application Counselor training upon hire, and computer experience. Candidates must not have any major relationship with an insurance company selling products in the Marketplace.

Applicants should be able to work well with people of all ages and socioeconomic backgrounds, maintain a positive and professional attitude, and have reliable transportation. A valid Ohio driver's license and insurability under the agency's fleet insurance policy are required. This position may require working at multiple site locations. Physical requirements include the ability to stoop, bend, push, and lift up to 40 pounds.

**Interested persons can send resume to HCCAO 1487 North High Street, Suite 500, Hillsboro, Ohio 45133 attention Human Resources. Position open until filled.**

*HCCAO, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*