

## SENIOR WIC PROGRAM AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, coordinating, and scheduling the activities of clerical and nursing personnel involved in the delivery of supplemental food packages to women, infants, and children (WIC). An incumbent is delegated a variety of administrative and clerical duties in conducting program affairs in order to conserve the time of the program director. The work is performed under the general supervision of the program director. Supervision is exercised over the work of subordinate employees assigned to the program. A Senior WIC Program Aide does related work as required.

### TYPICAL WORK ACTIVITIES:

- Schedules program personnel to be present at a variety of certification sites to serve program applicants and participants;
- Maintains a waiting list of potential clients and issues invitations to appear at specific program service sites;
- Visits vendors who contract to provide supplemental food items to participants in order to explain program requirements, monitor compliance, and verify inventories of appropriate food items;
- Assists in the preparation of the program budget and monitors on-going expenditures;
- Conducts a variety of routine correspondence concerning program affairs;
- Compiles, prepares, and analyzes a variety of financial and statistical records and reports;
- Explains program to potential applicants and participates in outreach efforts to assure potential clients are aware of the program;
- Participates in in-service training in the area of human nutrition;
- Maintains an inventory and requisitions supplies and equipment necessary for program activities;
- Checks records and analyzes computer reports of program activity to detect vendor overcharges, discontinued checks, and expired client certifications;
- Monitors continued client eligibility;
- Participates in staff meetings and conferences to determine goals, progress, and evolving requirements;
- May interview program applicants in order to secure and verify information to serve as a basis for program eligibility determination;
- May issue and record checks distributed to program participants for supplemental food items;
- May operate a motor vehicle in order to travel from the central office to program service sites;
- May perform incidental typing tasks.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; good knowledge of the principles and practices of office management; ability to readily acquire a knowledge of policies and regulations applicable to the program; ability to type with accuracy at an acceptable rate of speed; ability to independently handle routine office work including the preparation of correspondence and reports; ability to plan, organize, coordinate, and supervise the work of others; ability to secure the cooperation of others; ability to relay information on a group as well as an individual level; ability to understand and follow instructions; ability to meet and deal effectively with people in a human services setting; initiative; resourcefulness; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three years of clerical or administrative work experience.\*

\* Study at a regionally accredited or NYS registered college, university, or business institute may be substituted for up to two years of the required experience with 30 semester credit hours equal to one year of experience. One year of experience is required and additional training beyond the two year maximum cannot be substituted for this year of experience.

*SPECIAL REQUIREMENT:* Possession of an appropriate class motor vehicle operator's license issued by the NYS Department of Motor Vehicles.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/13/82