



## EMPLOYMENT OPPORTUNITY

**Title:** WIC Clerk

**Job Posting :** #0110

**Date Posted:** 11.28.2018

**Program:** WIC

**Locations:** WIC sites in Brazos, Grimes, Robertson, Leon, Madison and Burleson Counties

**Beginning Salary:** 11.40

**Travel Required:** Travel within the service area up to 50% and to Austin for training up to twice per year

**Duties:** The position of WIC Clerk is responsible for performing WIC certification procedures by obtaining client information and income eligibility per state and local policy. Clerical duties include but are not limited to: maintaining files, answering phones, greeting clients, scheduling appointments, data entry. .

### **Education Required/Minimum Qualifications:**

High school diploma or equivalent. Basic computer knowledge, efficient data entry skills, attention to detail, excellent communication and customer service skills. Bilingual preferred.

### **Certifications/Licenses**

**Required:** Valid driver's license with good driving record

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BVCAP offers a well-rounded benefit package to all full-time regular employees who work 30+ hours a week. Eligibility may vary for specific programs based on your employment status.

- **Paid Time Off (PTO)**
- **Company Paid Holidays**
- **Company Paid Short Term and Long Term Disability**
- **Company Paid Life Insurance and AD&D**
- **PPO Medical Plan:** *We offer employees options when it comes to choosing a PPO medical plan that is right for them.*
- **Dental Plan**
- **Vision Plan**
- **Supplemental Insurance Coverage: Cancer, Critical Illness, Hospital Confinement & Accident**
- **403B Retirement Plan** *Enrollment starts on your first day!*