



## UCAN Employment Opportunity

<b>WIC - Program Assistant</b>	
<b>WIC (Women, Infant, Children)</b>	<b>Closing Date: February 16, 2018</b>
<b>Budgeted Hours: 20 hrs/wk – 52 wks/yr</b>	<b>Salary: \$10.25 - \$14.60</b>

**THE POSITION:** Provides administrative support to WIC (Women, Infant and Children) Program Manager, projects and staff. Duties require interpretation and application of program policies to allow participants to attain quality outcomes within the program and to support Program Manager and Community Health Assistants in direct service to participants.

**Essential Functions of the Job:** Provide program clerical or administrative support. Coordinate incoming and outgoing information and paper flow. Design, compose and type various correspondence, forms, graphics and reports; perform word processing. Develop and maintain spreadsheets. Perform data entry and create reports utilizing specialized databases. Coordinate and schedule program activities and training. Answer and place telephone calls on behalf of staff; screen callers and visitors and respond as appropriate; interpret to public information requiring knowledge of program and agency policies and procedures in order to provide assistance, exchange information and solve problems. Assist with the development and distribution of program brochures and newsletters. Research and collect statistics from UCAN programs for inclusion in brochures, newsletters and reports. Develop procedures, materials, forms, filing and other support systems for efficient office operation. Maintain files. Review and update all standard operating procedures. Order office supplies as needed. Coordinate regularly scheduled staff and team meetings. Attend meetings, prepare and distribute minutes. Provide assistance role to committees related to program. **NOTE:** Regular and consistent attendance required. Hours of work are during normal business hours and may require occasional evenings and weekends. **Occasional overnight travel for meetings may be required.**

**MINIMUM QUALIFICATIONS:** Associate's degree in business or other related subject and one year work related experience OR a satisfactory equivalent combination of education, experience and training. At time of appointment: must possess a valid Oregon driver's license and be able to pass a criminal background check.

**DRIVING RECORD:** Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 2-4 days for delivery and longer for out of state.

In addition to the above, applications for Program Assistant will receive further evaluation based on the following:  
**Knowledge of:** Office work flow systems and office practices and procedures; of data entry and database maintenance procedures; of research techniques and procedures, including online research and English composition, spelling and grammar. **Skill in:** Collecting and analyzing data for program operations; composing correspondence; processing information utilizing automated equipment; use of Microsoft systems. **Ability to:** Communicate effectively in both oral and written forms; conduct research and establish and maintain records, reports and statistical data; prioritize workload and handle deadlines; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; make decisions independently in accordance with established policies and procedures, and use initiative and judgment in completing tasks and responsibilities; maintain confidentiality; work as part of a team; courteously meet and deal effectively with other employees, other agencies, committees and the public. Must follow all safety rules and practices, and perform work in a safe manner.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require bending, keyboarding, lifting and carrying up to 5 pounds (occasionally up to 60 lbs.), manipulating equipment and reaching, sitting, standing, stooping and walking. Work is typically performed under reasonable good working conditions. Work requires continuous/concentrated mental and/or visual attention and alertness and is performed in a safety-conscious manner at all times.

**SUBMIT COMPLETED UCAN APPLICATION TO:**  
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470  
 541-492-3913 FAX 541-492-3921  
 Application on website: [www.ucancap.org](http://www.ucancap.org)  
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 UCAN – Creating solutions to poverty! Improving lives in our community!