Neighborhood Health – WIC Client Services Representative

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a WIC Client Services Representative to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As a WIC Client Services Representative, you will:

- ✓ Answer WIC phone lines, respond to caller inquiries
- ✓ Coordinate, schedule, and enter client appointments into system
- ✓ Determine client eligibility according to established guidelines
- ✓ Verify applicant residency, income, insurance to complete patient registration
- ✓ Encourage WIC participant to use nutrition education component

Requirements:

- Minimum of one year in general office.

Education Requirements:

- High School Diploma or GED

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department by email to: hrdept@nhci.org

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org