



JOB ANNOUNCEMENT

WIC/HEALTH SERVICES

BILINGUAL AIDE

Northeast Nebraska Community Action Partnership is looking for a **BILINGUAL AIDE** to work in their **WIC and HEALTH SERVICES PROGRAMS** in Pender, NE. 40 hours per week, M-F. Hourly wage plus benefits. Travel to assigned clinics with co-workers to aid in the operation of the WIC and Immunization program, translating for non-English speaking/reading participants who are applying for services. Job application, job description, wage and benefit information available on our website www.nencap.org under the Employment link or contact HR at 1-800-445-2505 or 402-385-6300. To apply, submit completed Agency application. No resumes accepted. Send applications to Northeast Nebraska Community Action Partnership, P O Box 667, Pender, NE 68047-0667. Position open until filled.

EOE

Non-Profit Agency

JOB SUMMARY:

The Bilingual Aide should be able to appropriately translate and interpret verbal and written communication in English and Spanish. Responsibilities include assessing household gross income and number in household, explaining the proper use of e-WIC benefits and any other needed correspondence in a professional manner. Work in collaboration with other department staff to deliver high quality services for customers. Refer clients as needed or requested. Responsible for setting up computer system and screening of immunization clients which includes entering data into the Immunization database. Handling and disposing of bio-hazard sharp containers. Field client phone calls and schedule appointments as needed. Complete Immunization Billing Process for each router. Travel to assigned clinics with co-workers and assist with loading and unloading of supplies. Basic computer skills including word processing, email, data entry, databases and internet. Handle quality control of daily office tasks and supply inventory. Lifting up to and including 70 pounds. Routine cleaning of work site. Maintain confidentiality of all participant information.

EDUCATION:

High School Diploma or GED required

WAGE & BENEFIT INFORMATION:

The wage is \$12.96 per hour. Benefits include health, life, dental and vision insurance. Paid holidays, vacation and sick leave, EAP and 401K Retirement.