



## Job Opening: Full-Time Support Staff Position

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### **Job Description**

Nutrition and Health Associates is a non-profit agency that provides community services with the Women, Infant, and Children Supplemental Food Program (WIC), Prenatal Care Coordination, and Health Check. We are currently seeking a full-time candidate with strong client service and clerical skills to join our support staff team at Nutrition and Health Associates. The full-time position is Monday through Friday with scheduled hours up to 37.5 per week.

### **Job Responsibilities Include**

- Greet and serve participants as the front office support staff
- Scheduling appointments and managing the clinic schedule
- Managing incoming calls and determining participants needs and directing to appropriate agency staff
- Assisting participants with questions or issues regarding WIC food benefits, determining program qualification and enrollment
- Manage front office communications via phone, fax, and email
- Receive and maintain office supplies
- Performs other clerical duties as needed

### **Qualifications**

- 1-2 years clerical experience is preferred
- 2 references with one being a professional reference

### **Knowledge, Skills and Abilities**

- Must exhibit strong interpersonal with clients, staff and visitors.
- Able to follow directions for assigned tasks and request clarification as needed.
- Bilingual skills in Spanish is desired but not required
- Good organizational, multi-tasking, and time management skills.
- Ability to work effectively and cooperatively with co-workers and supervisors to accomplish job objectives
- Competent computer skills

### **Benefits Include**

- Competitive hourly wage
- Flexible schedule (no nights or weekends)
- Paid time off (if eligible)
- Paid holidays (if eligible)

### **To Apply:**

Please send resume, cover letter (including salary requirements), and three professional references (including one past supervisor) to Rebecca Suehring, Nutrition Manager via email or mail.

#### **Mail**

Nutrition & Health Associates, Inc.  
Attn: Rebecca Suehring, Nutrition Manager  
32 E. Racine Street, Suite 150  
Janesville, WI 53545

#### **Email**

rebeccard@nhawic.org



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