



***Reputable Community Healthcare Clinic seeks Bilingual WIC Receptionist
Join an organization which is respected and well loved by the Community we serve!***

This is a great opportunity to share your work with an organization that cares for the community of Healdsburg, Windsor, Geyserville, and beyond.

At Alliance Medical Center (AMC), we believe everyone deserves the highest quality care. We provide primary medical and dental care within a broad array of services - including prenatal, a teen center, all ages dental care, mental health, nutrition health services - that help our patients' live healthier lives.

Our mission is to improve the health and wellness of our diverse communities. We provide accessible, caring, and high quality healthcare services. We are a recognized Federally Qualified Healthcare Center (FQHC) leader in improving the health of our communities. We are proud to serve a diverse population of approximately 13,000 predominantly Spanish speaking patients.

AMC's Healdsburg and Windsor Medical locations are both recognized PCMH (Patient Centered Medical Home) sites and we are proud to be eligible to recruit National Health Service Corps Scholars, Physicians, and Registered Nurses with student loan repayment needs with Highest HPSA Primary Care score 18!

Alliance Medical Center is currently seeking a Bilingual WIC Receptionist

What you will do at AMC:

The WIC Receptionist provides support for staff nutritionists and dietitians.

Some Essential Duties and Responsibilities Include:

- Screens patients who want to apply to the WIC Program according to guidelines set forth by WIC. Assists with enrollments, certifications, and orientation to the program.
- Explains to patients the purpose and scope of the WIC Program and services of the organization.
- Schedules appointments for participants by telephone and calls them with reminders; follows up on missed appointments and reschedules.
- Receives WIC participants/visitors and responds to inquiries about the program.
- Performs height and weight measurements on WIC participants, according to federal and state program requirements.
- Refers patients to agencies/resources for further screening if necessary.
- Assists nutritionists and dietitians with the implementation of group sessions covering nutrition related topics.
- Assists in packing and delivering supplies for off-site clinics.
- Records and forwards vendor and participant complaints to program director State WIC Branch, or other Federal agency as indicated by WIC regulations.
- Attends staff meetings and WIC workshops as needed

The Bilingual WIC Receptionist at Alliance Medical Center has the following qualifications and skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bilingual Spanish, required.
- Customer Service - Responds promptly to customer needs; meets commitments.
- Interpersonal Skills - Maintains confidentiality; listens to others without interrupting.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; organizes or schedules other people and their tasks.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Work Schedule:

This position is 32 hours per week and is expected to work onsite. It is not remote.

How to apply:

Please email your resume to hr@alliancemed.org or fax resume to (707) 385-2148

COVID-19 considerations

AMC strongly adheres to CDC requirements and our Infection Control policy and procedure. We have compliant workflows to screen employees and patients before entering our facilities. AMC is committed to closely monitoring staff safety and ensure social distancing measures.