



## Position Requirements

<b>POSITION TITLE:</b> Volunteer WIC BPC Program Volunteer	<b>DATE:</b> May 2016
<b>DEPARTMENT:</b> WIC	<b>REPORTS TO:</b> WIC BPC Program Coordinator

### Position Summary:

The Volunteer WIC BPC Program Assistant is an unpaid position as part of the Volunteer Program reporting to the department head. Works under the direction of the BPC Program Coordinator, the BPC Program Volunteer is supervised and monitored for being responsible for assisting the BPC Program Coordinator in clerical and BPC Program projects. The BPC Program Volunteer researches supplies needed and submits order forms to UHC Administration, manages BPC Program inventory, keeps records and submits required documents to the BPC Program Coordinator, creates documents for BPC Program, researches travel and training information, assists with BPC Program audits, and BPC Program projects.

### Position Responsibilities:

Works closely with the BPC Program Coordinator, BPC Peer Counselors and other members of the organization's team to:

- Contacts PCs to determine supplies needed, completes BPC Program supply order forms, and submits to UHC Administration
- Manages BPC Program inventory, keeps records and submits required documents to the BPC Program Coordinator
- Creates documents for BPC Program
- Researches BPC Program travel and training information
- Assists with BPC Program audits
- Performs common and basic office duties such as answering the telephone, direct calls, emails and fax and many more related to daily work.
- Completes common project work such as participating on tasks requiring added assistance and help the BPC Program Coordinator and the rest of the BPC Program team.

### I. Position Objective I:

- a. Contacts PCs to determine supplies needed, completes required supply order forms and submits forms to UHC Administration
- b. Manages BPC Program inventory, keeps records and submits required documents to BPC Program Coordinator
- c. Assists BPC Coordinator with projects, creates documents for BPC Program
- d. Researches BPC Program travel and training information.
- e. Supervised and trained to assist with BPC Program audits
- f. Protects; promotes; and supports breastfeeding, regularly. Understands breast milk is the optimal nutrition throughout an infant's first year of life. Avoids the display or distribution of materials which promote human milk substitutes. Supports co-workers who are breastfeeding
- g. Performs other duties related to the WIC Program services as assigned by the BPC Program Coordinator

### II. Position Objective III: General Corporate Expectations

- a. Attends Volunteer Orientation.
- b. Attends and actively participates in all meetings (e.g., department meetings, program meetings, employee staff meetings) and other activities as required or assigned.
- c. Demonstrates awareness of, and compliance with, organizational mission and objective of UHC to provide health care access and support services for all members of the community.
- d. Other work-related duties as assigned by supervisor. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally either verbally or in writing.
- e. Maintains confidentiality and respect for information regarding patients and other team members; abides by UHC Rules of Confidentiality and the WIC Policies and Procedures

- Manual (WPPM).
- f. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, and patients served, maintaining a professional appearance and positive image for the health centers.
  - g. Contributes to the team by promoting positive staff interaction, maintains open communication with other programs/departments.

**Qualifications:**

- Must be High School Graduate or GED required.
- One year of college education preferred
- Minimum 1 year of work experience in related field preferred.

**Skill Requirements**

- Able to quickly build and maintain rapport with participants and team members of differing backgrounds; team player
- Customer-service oriented
- Use of Word processing/spreadsheet software applications
- Able to learn and understand the WIC MIS and Breastfeeding Database Programs
- Positive professional insight
- Flexibility and dependability
- Demonstrated good problem-solving skills; sound judgment
- Modern office practices and procedures including email
- Attention to detail and excellent follow-through on work tasks
- Able to handle multiple tasks simultaneously

**Physical Requirements**

- Must be able to lift up to 20 pounds and push up to 50 pounds (on wheels).
- Has ability to speak clearly in order to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn.
- Must be able to stand for prolonged periods of time.

<b>Signature:</b>	
<b>Print Name:</b>	<b>Date:</b>