



WIC Clerk

Remarkable work begins with remarkable people.

Neighborhood Services Organization (NSO) is a 100-year-old nonprofit serving the at-risk and homeless of the Oklahoma City community. Our programs provide housing solutions and teach skills to transform lives. As the only nonprofit of our kind in Oklahoma we look for people with different skill sets at varying experience levels. Results-driven professionals eager to tackle large projects thrive at NSO.

Why apply for the WIC Clerk position at NSO?

You are our primary strength. We know it is your contributions, expertise and creativity that drives what we do. So, we strive to maintain an atmosphere that brings out the best in each employee, create a feeling of ownership and fosters a unique culture.

Sound like a good fit? Keep reading to see how you can join a life changing mission.

As a Women Infants and Children (WIC) Clerk, you are part of our WIC staff that passionately provides services to 5,000 participants each month. Acting as the first line of support to WIC participants, you will perform clerical tasks in a helpful and engaging tone either by phone or face-to-face. You will focus on providing world-class customer service to those needing WIC information and issuing food instruments, maintaining charts, mailing information, and referring participants to other agencies. As a WIC Clerk, you are the first employee a participant interacts with therefore it is essential you maintain a positive, friendly attitude and provide exception service.

As WIC Clerk who has graduated high school or received your GED, you will enter demographic information and determine the applicant's financial eligibility for WIC. You will provide consumer education for the utilization of the food instruments in compliance of OSDH WIC guidelines. You will also ensure HIPPA compliance at all times.

Are you bilingual; that's a plus for us. Can you keep accurate records, follow up with clients, and make appropriate referrals? Can you work up to 40 hours per week and have reliable transportation? If so, keep reading how NSO will help you succeed in this role.

We will ensure you receive the materials to assist you in successfully completing the WIC Clerical Competency Training within 6 months of hire. We will provide observation times with other WIC Clerks to make sure you are as successful as possible in this role.

Still reading? Here are the minimum job requirements.

Clearance of background check, have a clean driving record, auto insurance in the amounts of 100/300/100, and pass a drug screen are requirements for this role. One-year experience in customer service and/or training or equivalent combination of education and experience. This position is considered a safety sensitive position, and therefore exempt from the Oklahoma Medical Marijuana Act.

If this position sounds like a perfect fit, we would love for you to apply!

Please visit [Careers - Neighborhood Services Organization \(nsookc.org\)](https://www.nsookc.org) to read the full job description, complete an online application, and submit your cover letter and resume.

Important! If you do not receive an email from us after you have applied:

- First, emails may take up to 15 minutes to send, refresh and check again.
- Second, check your spam and junk folders from NSOOKC.org, mark as "Not Spam" to ensure future emails are sent to your inbox.
- Third, we will send communications to whatever email account you indicated on your application/resume.

An Equal Opportunity Employer

NSO pledges its full support to equal employment opportunities (EEO) for all persons regardless of race, color, religion, sex, national origin, genetic information, age, disability, gender identity, sexual orientation, military/ veteran status, or any other characteristic protected by law.

