



We are hiring a Women Infants Children (WIC) Technician to join our amazing team in Cheyenne, Wyoming. The heart of public health is the community we work to protect. For Cheyenne Laramie County Public Health (CLCPH), that community is Laramie County. We live by the mission to protect, promote, and enhance community health for everyone in Laramie County.

As a WIC Technician, you will:

- Screens applicants for categorical and income eligibility and authorizes benefit issuance for Wyoming WIC Program participants.
- Responsible for the operation of centralized telephone and information center; schedules clinic appointments; aids co-workers. Responds appropriately to inquiries including requests for WIC Program/policy information, from clients, public, and community health agencies, as well as vendor/client complaints, etc.
- Provides information and refers clients to appropriate support services.
- Responsible for data entry and computer back up procedures, record keeping and archiving, computer trouble shooting, preparing, and disseminating monthly reports including WIC participant statistics, fiscal reports, daily, weekly, and monthly data back-up processes, and payment/expenditure reconciliation.
- Maintains and reviews participant charts and clinic records in a timely, secure, and confidential manner and follows appropriate archiving procedures for clinic records.
- Demonstrates a positive attitude toward breastfeeding including words of encouragement for all women planning to or currently breastfeeding infants; avoidance of overt or subtle formula endorsement; and referral to appropriate health professional(s) for breastfeeding problems.
- At supervisor discretion, may conduct anthropometric screening of WIC clients, update/screen WIC clients for current immunization status, and refer clients as needed to the clinic nurse or nutritionist.
- Will assist in response activities as a public health employee.

If you are the right person for this opportunity, you will have the following skills and experience:

- High school diploma (or equivalent certificate from an accredited program) or higher **and** two (2) or more years of job-related experience **-OR**, three (3) or more years of job-related experience.
- Customer service experience.
- CPR Required but can be obtained after employment.
- Bilingual in Spanish preferred but not required.



Wage: range between \$22.63 - \$23.67 per hour

Find out more about Cheyenne Laramie County Public Health at:  
<https://clcpublichealth.org/>.

If you are ready to become part of our amazing team, you can apply at Indeed.com or on our website at <https://clcpublichealth.org/admin/job-openings/>.