

310.09

Focus/eWIC Contact

Qualifications and Requirements

Qualifications The Focus/eWIC contact must have a high school diploma or the equivalent.

Desirable skills The following experiences or skills are desirable:

- Computer skills, specifically word processing and/or data entry,
- Working knowledge of the Focus and eWIC system, and
- Ability to work well with health professionals.

Physical requirements This position may involve lifting up to 50 pounds.

Travel requirements Travel to outlying clinic sites may be required. Driving responsibilities and transportation scheduling are determined at each agency.

Supervision of Focus/eWIC contact The Focus/eWIC contact is responsible to the agency’s WIC program coordinator and/or the clinic manager, and receive technical assistance from agency professional staff and staff of the state WIC office.

Responsibilities The Focus/eWIC contact must have working knowledge of the Focus system and eWIC and have the ability to help problem solve issues.

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- Data system** Focus/eWIC staff data system responsibilities may include:
- Maintaining data system equipment;
 - Entering information into the data system; and
 - Report data system issues to the WIC HelpDesk
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