# Job Posting

**Medina County Health Department**
4800 Ledgewood Drive
Medina, OH 44256

| | | |
|---|---|---|
| **Job Title:**<br>WIC Eligibility Specialist | **Service Area:**<br>Community Health | **Employment Status:**<br>Full-Time (40 hrs/wk), Non-Exempt |
| **Pay Grade:**<br>Hourly Range: $16.00 - $20.22<br>Based on qualifications & experience | **Hours of Operation:** 8:00am - 4:30pm<br>**Days of Work:** Monday - Friday<br>Occasional evening/weekend if needed | **Posting Date:** October 20, 2026<br>**Closing Date:** November 3, 2026 |

The Medina County Health Department, a nationally accredited health department, has a full-time opening for an Eligibility Specialist in the Women, Infants, and Children (WIC) program.

**Essential Job Responsibilities include but are not limited to:**

- Communications in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images).
- Greets participants, explains and disseminates necessary WIC forms and voter registration forms; assists participants with the completion of application forms.
- Courteously answers phones; follows up on referrals and messages; responds to participants needs (i.e. schedules appointments, records address changes, documents new participant information in the WIC certification system, facilitates the transfer of WIC services between counties and states. Ability to decipher complex information regarding WIC certification issues and responds appropriately).
- Assists with and participates with WIC and health department outreach.
- Be comfortable working with individuals who have limited resources and with culturally diverse households.
- Ability to multi-task and interact positively with the public in a fast-paced environment.
- Keeps current with technological advances and workplace innovations that support job function.
- Provides administrative and technical support to division and agency leadership.

**Minimum Education, Training and/or Experience Needs:**

High School Diploma or GED and computer experience required. Previous experience working in a fast-paced, customer service-focused office setting is preferred.

**Benefits:**

- Health Insurance (Medical/Dental/Vision/Rx)
- Wellness Program
- Ohio Public Employees Retirement System
- Paid Sick and Vacation Time, 12 Paid Holidays
- Ohio Deferred Compensation and OCERP
- Tuition Reimbursement Program
- Opportunity for Public Loan Forgiveness Program for eligible employees

**Requirements:**

- Meet minimum education, training, and experience listed
- Reliable transportation
- Valid Ohio Driver's License
- Proof of auto insurance meeting Board minimums
- Successfully pass B.C.I. background check and reference checks

**To Apply:**

Send a completed MCHD Employment Application (located at www.medinahealth.org/careers/), and current resume and cover letter no later than 4:30 PM on Monday, November 3, 2026 to: Human Resources, Medina County Health Department, 4800 Ledgewood Drive, Medina, Ohio 44256; or fax to (330) 723-9659; or e-mail to hr@medinahealth.org. EOE

*The Medina County Health Department is an Equal Opportunity Employer.*