



SURRY COUNTY HEALTH & NUTRITION CENTER
118 HAMBY ROAD
DOBSON, NORTH CAROLINA 27017

**VACANCY ANNOUNCEMENT
SURRY COUNTY HEALTH & NUTRITION CENTER
MEDICAL OFFICE ASSISTANT
POSITION NUMBERS 545-04-501**

SALARY GRADE: 57
SALARY RANGE: \$24,108 - \$38,772
LOCATION: Dobson, NC

Description of Work: Surry County Health & Nutrition Center has an immediate opening for full-time Medical Office Assistants in the WIC (Women, Infants, and Children) program. WIC offers specific supplemental foods and nutrition education to pregnant and postpartum women, infants, and children under five years of age that meet financial and nutritional risk guidelines. The purpose of this position is to extend services to eligible clients and serve as a role model and support person for pregnant women and mothers who are breastfeeding. Responsibilities include establishing relationships and maintain regular contact with pregnant and breastfeeding women enrolled in the Breastfeeding Peer Counselor (BFPC) Program; provide support, education and encouragement to prenatal and breastfeeding women participating in the WIC program; correct and/or manage common breastfeeding problems, increase breastfeeding exclusivity and duration among participants; and issue breastfeeding supplies to enrolled BFPC participants.

Minimum Education and Experience: Graduation from high school and successful completion of a one-year formal training course in medical office assisting at a community college or technical institute; or graduation from high school and a combination of one year of clerical and health related experience; or an equivalent combination of training and experience. Must possess the ability to work with staff members, physician's offices and other agencies. Bilingual (English/Spanish) skills and experience with WIC (either as a participant or employee) is preferred but not required. Applicants that are interviewed will be required to take a timed typing test and a proofreading exercise.

Special Qualifications: After beginning employment, the employee must satisfactorily complete the local agency training to complete finger sticks and obtain anthropometric measures. Driver's license required. Experience as a breastfeeding mother and completion of the NC Breastfeeding Peer Counselor Program training is required for this position.

Application Process: To apply, applicants should contact the NC Works Career Center, 541 West Pine St., Suite 300, Mount Airy, NC 27030 or call 336-786-4169 for an application. You may also apply online by visiting the Surry County HR job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us or by contacting Surry County Human Resources at 336-401-8221. EOE M/F Surry County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Surry County is a drug free workplace.

**Re-Posted: November 24, 2021
Closing Date: December 8, 2021**

GOOD HEALTH TO YOU!