



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

**VACANCY ANNOUNCEMENT**  
**SURRY COUNTY HEALTH & NUTRITION CENTER**  
**OSSOG V**  
**POSITION NUMBER 545-04-906**

**SALARY GRADE:** 61  
**SALARY RANGE:** \$28,440-\$46,116  
**LOCATION:** Dobson, NC

**Description of Work:** Surry County Health & Nutrition Center has an immediate opening for a full-time management support supervisor in our WIC (Women, Infants, and Children) Program. WIC offers specific supplemental foods and nutrition education to pregnant and breastfeeding women, infants, and children under five years of age that meet financial and nutritional risk guidelines. Responsibilities include supervising, training, and managing all Nutrition Department management support staff and the Nutrition Department interpreter, performing office management tasks such as WIC certification, food benefit issuance, monitoring vendor compliance, data entry, WIC report analysis, scheduling appointments, etc. This position must delegate daily work routines for the clerical staff and supervise completion of all assignments. Aids WIC Director/ Nutrition & Health Education Director in completing performance evaluations of clerical staff on an on-going basis.

**Minimum Education and Experience:** Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least three years of office assistant/secretarial experience; or completion of a two-year secretarial science or business administration program with one year of responsible experience as described above; or an equivalent combination of training and experience. Experience with computer data entry required.

**Highly Desired but not Required:** Previous experience with WIC management support duties; supervisory experience; experience with Crossroads, and MS Office Programs.

**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](mailto:SCJobs@co.surry.nc.us) or by contacting Surry County Human Resources at 336-401-8221. EOE M/F Surry County does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. Surry County is a drug free workplace.

**Posted:** January 3, 2022  
**Closing Date:** January 18, 2022

GOOD HEALTH TO YOU!