



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

VACANCY ANNOUNCEMENT
SURRY COUNTY HEALTH & NUTRITION CENTER
TEMPORARY OSSOG III
POSITION NUMBER 545-04-342

SALARY GRADE: 57
SALARY RANGE: \$11.59 - \$18.64
LOCATION: Dobson, NC

Description of Work: Surry County Health & Nutrition Center has an immediate opening for a temporary part time Medical Office Assistant in the 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 of this position include WIC certification, food benefit issuance, data entry, scheduling appointments, and obtaining hemoglobin and anthropometric measurements. This position also assists the WIC Director in extending outreach in the community to promote WIC services.

Minimum Education and Experience: Must be a high school graduate and have one year of clerical experience. Persons applying for this position must possess excellent customer service skills, be able to multi task, be detail oriented, and be a team player. Bilingual (English/Spanish) skills and experience with WIC (either as a participant or employee) is preferred but not required.

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: October 8, 2021
Closing Date: October 25, 2021

GOOD HEALTH TO YOU!