

JOB ANNOUNCEMENT

Hourly WIC Clerical Services Worker

(unclassified positions)

Posted: January 30th, 2020

Deadline/Closing: February 13th, 2020

Location: Rockdale Health Center

Salary: \$11.50 per hour up to 29 hours per week

Paygrade: TPW

Position Number:

Position open to: All qualified applicants



Job Summary:

Under general supervision, applicant must perform various administrative duties including answering phones; maintain and update client data using manual and electronic systems; collect data from a variety of sources; filing; receive and process referrals over the phone; and perform other administrative duties as needed

Minimum Qualifications:

High school diploma or GED AND Six months of experience handling customer's questions, complaints and/or providing information.

Preferred Qualifications:

Prior experience with the WIC program. Bilingual-Spanish/English preferred

Instructions to Apply:

EMAIL, FAX or MAIL a completed application* to:

Katie Bowles - HR
Gwinnett, Newton, & Rockdale County Health Departments
PO BOX 897
Lawrenceville, GA 30046
Fax # 770-277-2089

katie.bowles@gnrhealth.com

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at
www.gnrhealth.com

* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE

An Equal Opportunity Employer

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks