

# GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department at 903-813-4091 to request assistance.

	<p>Date Posted: June 28, 2024          Closing Date: Open Until Filled          Positions Open: 1</p>
Position:	Full-Time Women, Infants and Children (WIC) Clerk or Clerk and Breastfeeding Peer Counselor
Department	Health Department
Minimum Salary:	\$31,200 -\$37,400 Dependent upon qualifications.
Duties: include, but are not limited to the following:	<p>Performs a variety of tasks in connection with maintaining and issuing WIC benefits at the Sherman and/or Denison WIC clinics. Requires contact with the public and maintaining confidential client information. Work is performed according to WIC policy and is reviewed for accuracy and compliance. Work is also subject to periodic audits by local, state, and federal personnel. Position reviews and verifies eligibility documentation, performs clerical duties (answers phones, makes phone calls for missed appointments and/or gathers documentation for appointments, weighing/measuring/blood work) for WIC Clients, ensures positive client interaction and performs other duties as assigned. Provides information/counseling, including teaching classes as well as, promoting breastfeeding among peers. Participates in Outreach events as needed (occasional Saturday). Work hours are generally Monday – Thursday on-site from 8am-1 and 2-7pm. Non-smoking office.</p>
Qualifications:	<p>Must have excellent communication skills. Must have calm and composed verbal and nonverbal communication skills. Must be computer literate and familiar with office equipment. Must possess excellent interpersonal skills. Must have the ability to work well in a fast paced clinic environment which requires daily multitasking. Ability to routinely learn and implement new skills and materials as required by local or state agency. Must be able to work outside of normal clinic hours if needed. Bi-lingual is a plus but not required.</p>
Requirements:	<p>Must have high school diploma or GED. A valid driver's license and automobile liability insurance coverage is required. Must pass drug screen, driving and background checks. Preference will be given to former WIC breastfeeding participants.</p>
Benefits:	<p>Employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Use of personal vehicle reimbursed at IRS rate. County retirement participation with Texas County and District Retirement System.</p>