

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

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

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| | Date Posted: December 4, 2018 Closing Date: Open Until Filled Positions Open: 1 |
| Position: | WIC Clerk/Breastfeeding Peer Counselor |
| Department | Health Department |
| Job Number: | H8120401 |
| Minimum Salary: | |
| Duties | Eligibility documentation for WIC Program, clerical duties and client interaction and other duties as assigned. |
| Qualifications: | Must have excellent communication skills; be computer literate and familiar with office equipment. Possess excellent interpersonal skills. |
| Requirements: | Must have high school diploma or GED. Have a valid driver's license and automobile liability insurance coverage is required. Bilingual (Spanish/English) a plus. Must pass drug screen and background checks. Preference will be given to former WIC breastfeeding participants. Must be a non-tobacco user. Non-smoking office. |
| Benefits: | Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. |