

# JOB ANNOUNCEMENT

## WIC Customer Service Rep 1

(unclassified position)

**Posted:** November 26, 2018

**Deadline/Closing:** December 11, 2018

**Location:** Lawrenceville Health Center

**Salary:** \$25,000

**Paygrade:** F

**Position Number:** 00196865

**Position open to:** All qualified applicants



**Job Summary:** Meets, interviews and determines if WIC applicants meet the identification, residency and financial requirements for eligibility with the WIC program. Processes information, updates client profile, assists with registering to vote, completes WIC nutritional record, and completes data collection and entry into Mitchell & McCormick (M&M).

**Minimum Qualifications:** High school diploma or GED AND six months of experience handling customer's questions, complaints and/or providing information.

**Preferred Qualifications:** Public Health WIC Experience. Experience and/or knowledge of programs offered by Public Health. Experience working in a clinic or office setting. Two years of experience using computer information technology such as Microsoft office. Ability to speak Spanish and English preferred but not required.

**We Offer:** 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

### Instructions to Apply:

Applications found on [www.gnrhealth.com](http://www.gnrhealth.com) Career page tab- EMAIL, FAX or MAIL a completed application\* to:

Kimberly Pickens - HR  
Gwinnett, Newton, & Rockdale County Health Departments  
PO BOX 897  
Lawrenceville, GA 30046

Fax # 770-277-2089

[kimberly.pickens@gnrhealth.com](mailto:kimberly.pickens@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](http://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