

JOB ANNOUNCEMENT

WIC Customer Service Rep 1

(unclassified position)

Posted: September 14th, 2021

Deadline/Closing: Open Until Filled

Location: Lawrenceville WIC

Salary: \$30,000

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 Georgia Gateway and 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 with customer service in the last two years. Computer skills and data entry using programs such as Georgia Gateway, Mitchell & McCormick (M&M) and Microsoft Office. Experience and/or knowledge of programs offered by Public Health. Experience working in a clinic or office setting. 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:

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