

JOB ANNOUNCEMENT

Mobile WIC Customer Service Rep 1

(unclassified position)

Posted: April 26th, 2022

Deadline/Closing: Open until filled

Location: Mobile WIC Team

Salary: \$35,000

Paygrade: F

Position Number: 00149755

Position open to: Open to all qualified applicants



Job Summary:

Conducts interviews and determines if WIC applicants meet the identification, residency, and financial requirements for eligibility within the Georgia WIC program. Processes information, updates client profiles, assists with voter registration, and completes data collection and entry into Georgia Gateway and Mitchell & McCormick (M&M). Educates clients on WIC rights and responsibilities and use of benefits. This position is heavily customer service-focused and requires communication via email, phone, and in person. **This position will require operation of our WIC Mobile Clinic for community outreach and program enrollment. Travel amongst our 5 center locations to provide staff coverage when a mobile event is not scheduled will be expected.**

Minimum Qualifications:

High school diploma or GED AND 6 months of experience handling customer's questions, complaints and/or providing information.

A 3 year MVR MUST be submitted with application

Preferred Qualifications:

Knowledge of Microsoft Office Suite, Microsoft Outlook, Georgia Gateway, and Mitchell and McCormick software. Ability to multitask and be flexible in a high-paced environment. Ability to communicate effectively with superiors, colleagues, and clientele. Proficiency in a language other than English. Experience with WIC program.

We Offer:

13 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