



**YANCEY COUNTY
VACANCY ANNOUNCEMENT**

DATE: October 25, 2022

YANCEY COUNTY is seeking a qualified individual for the following position:

TITLE: WIC Interviewer/Processing Assistant III, Yancey County Health Department
Full-time Position

DESCRIPTION: Candidate processes applicants for eligibility, issues electronic food benefits for the WIC participant. Works closely with WIC Nutritionist to coordinate and integrate WIC services with other health department programs and services, such as breastfeeding support, prenatal and child case management, child health, family planning, and immunizations. Coordinates vendor monitoring/requirements. Employee will assist with other duties as assigned by the supervisor/WIC Director.

QUALIFICATIONS:

- General knowledge of office procedures;
- Ability to work with people with professionalism, courtesy and tact;
- Ability to communicate via telephone and in person; demonstrate cultural sensitivity and commitment to advocacy for cultural diversity;
- Considerable knowledge of computers and computer programs; knowledge of medical terminology.

REQUIREMENTS:

High school diploma or equivalent and demonstrated knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.

LOCATION: Primary duty station for the position is the Yancey County Health Department located in Burnsville, NC.

SALARY: Pay Rate dependent upon education/experience.



TO APPLY: Submit a Yancey County Application to the Yancey County Manager, 110 Town Square, Room 11, Burnsville 28714. Applications are available at the Yancey County Manager's office at 110 Town Square, Room 11, Burnsville or online at www.yanceycountync.gov/employment.

CLOSING DATE: Monday, November 14, 2022. Complete Application must be received by 5:00 p.m. in the Yancey County Manager's Office on the closing date. Late applications will not be considered.

HIRING AUTHORITY: The Yancey County Health Director is the hiring authority for this position.

Equal Employment Opportunity Employer