

JOB POSTING

Position Title	WIC/Family Case Management Professional Support Full Time Secretarial Position – 37.5 hrs per week
Department	Livingston County Health Department
Shift	Days - Flexible hour work week possible - Evening clinic at least one time a month.
Salary (Optional)	PS - 1
Brief Job Description	This position enrolls participants in our maternal child health programs such as WIC, FCM, lead screening and immunizations. Food coupons are issued to eligible recipients. Must adhere to all program requirements/regulations.
Education Requirements	High school graduate or equivalent. Must be competent in using computer software programs and have good organizational skills. A minimum of at least two years' experience in secretarial work/medical clinics is desired. Must be dependable and have sufficient maturity to handle confidential aspects of the position. Must successfully complete a background check and complete a secretarial test given by the department.
Additional Comments	Full time county benefit package
Instructions for Applying	Submit written notice of interest to: MaLinda Hillman, Administrator Livingston County Health Department P. O. Box 650 Pontiac, IL 61764
Application Deadline	Until filled.

Posted health department: 4/30/12