



SURRY COUNTY HEALTH & NUTRITION CENTER
118 HAMBY ROAD
DOBSON, NORTH CAROLINA 27017

VACANCY ANNOUNCEMENT
SURRY COUNTY HEALTH & NUTRITION CENTER
OSSOG V
POSITION NUMBER 545-04-906

SALARY GRADE: 61
SALARY RANGE: \$27,336 - \$44,328
LOCATION: Dobson, NC

Description of Work: Surry County Health & Nutrition Center has an immediate opening for a full-time management support supervisor in our WIC (Women, Infants, and Children) Program. WIC offers specific supplemental foods and nutrition education to pregnant and breastfeeding women, infants and children under five years of age that meet financial and nutritional risk guidelines. Responsibilities include supervising, training, and managing all Nutrition Department management support staff and the Nutrition Department interpreter, performing office management tasks such as WIC certification, food benefit issuance, monitoring vendor compliance, data entry, WIC report analysis, scheduling appointments, etc. This position must delegate daily work routines for the clerical staff and supervise completion of all assignments. Provides assistance to WIC Director/ Nutrition & Health Education Director in completing performance evaluations of clerical staff on an on-going basis.

Minimum Education and Experience: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least three years of office assistant/secretarial experience; or completion of a two-year secretarial science or business administration program with one year of responsible experience as described above; or an equivalent combination of training and experience. Experience with computer data entry required.

Highly Desired but not Required: Previous experience with WIC management support duties; supervisory experience; experience with Crossroads, Patagonia EMR, and MS Office Programs.

Application Process: To apply, applicants should contact the NC Works Career Center, 541 West Pine St., Suite 300, Mount Airy, NC 27030 or call 336-786-4169 for an application. You may also request an application by contacting Surry County Human Resources at 336-401-8221. EOE M/F Surry County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Surry County is a drug free work place.

Posted: May 10, 2019
Closing Date: May 21, 2019

GOOD HEALTH TO YOU!