



Beaufort County Health Department

Vacancy Announcement

PROCESSING ASSISTANT III

Opening Date
August 30 ,2024

Closing Date
September 20,
2024

Hiring Salary Range
\$31,287 - \$40,673

Position Number
407-04-304
Pay Grade 57

Hours of Work
Monday-Friday
8am-5pm

Applications must be submitted on the state PD107 form

Mail Applications To:
Beaufort County
Health Department
Attn: S Graham
1436 Highland Dr.
Washington, NC
27889

Pre-employment drug screening, background check, driving record, and/or credit check will be required as a pre-condition of employment. Beaufort County is an Equal Opportunity Employer.

Description of Work

The primary purpose of this position is to provide direct client services for the WIC (Women's, Infants, and Children) Program at the Beaufort County Health Department to include determining WIC eligibility for income, residence and identification, issuing eWIC cards and food benefits, answering incoming telephone calls, scheduling appointments, providing nutritional mini lessons, responsible for National Voter Registration and vendor activities.

In addition, this position will also provide breastfeeding peer counselor services to women enrolled in the WIC program. Duties include providing Mother to Mother support to prenatal and breastfeeding women and their families; education on basic breastfeeding skills by phone and in the office, and being a partner with health care providers to promote breastfeeding in the community.

Minimum Education and Experience Requirements

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience. Ability to speak Spanish preferred.

Additional Training and Experience

For breastfeeding peer counselor related duties:

- A mother who has personal experience with breastfeeding, having breastfed at least one child a minimum of 6 weeks
- A paraprofessional whose work history does not include extensive personal training and who: does not have extended professional training in health, nutrition, or the clinical management of breastfeeding; assists professionals but is not licensed or credentialed as a healthcare, nutrition, or lactation consultant, and is trained and given ongoing supervision to provide specific tasks within a defined scope of practice; able to portray breastfeeding in a positive manner; is from the target population which may mean sharing in the culture and background of the majority of participants (speaking the common language; having participated in or eligible for the WIC program); and available to work non-traditional hours and days of the week if needed.
- Valid driver's license

Knowledge and Skill Requirements

- General knowledge of office or work unit procedures, methods, and practices.
- General knowledge of and ability to use correct spelling, punctuation, and specialized vocabulary; ability to proofread.
- General knowledge of office accounting and record keeping procedures, mathematics, and their application in the work environment.
- Ability to learn and apply a variety of guidelines.
- Ability to use a variety of office equipment.
- Ability to work with people with courtesy and tact.
- Ability to screen communications based on predetermined guidelines to independently respond or route inquires.
- Ability to record and compile information based on general guidelines.
- Ability to gather and give information and instructions regarding the work process or procedures.
- Ability to balance and reconcile figures.
- May require ability to coordinate work of other support staff, student workers or volunteers.
- Ability to learn to use specialized office equipment.

Benefits

- Paid annual leave, sick leave, and holidays
- Health, Dental, and Life Insurance
- Supplemental insurance options (Vision, Cancer, etc.)
- LGERS Retirement, 401k options, Longevity