

Career Posting – WIC Office Assistant

The Community

AppHealthCare serves the vibrant communities of Alleghany, Ashe and Watauga Counties nestled in the beautiful Blue Ridge Mountains in Northwestern North Carolina. Take a quick look around and witness the many expressions of community pride and southern hospitality – a smile from someone walking downtown, thriving culinary scene and plenty of outdoor adventure. We experience the beauty of four seasons from white fluffy snow to colorful fall foliage. There is simply something special about these mountains and quaint small town feels – come see for yourself!

Caring for Our Community

We are a local public health department and health center focused and committed to improving our communities' health and well-being through compassionate, high-quality care. We have about 120 full/part time employees and about 10 contract employees. We are governed by two boards who provide strategic direction and oversight on agency functions. We have received numerous awards and distinctions for the care we provide and have recently achieved accreditation with honors. We are committed to caring for our community and providing excellent customer service.

Position:	Office Assistant V for the WIC Program
Position #:	405-04-511
Location:	Watauga Health Center 126 Poplar Grove Connector, Boone NC 28607
Salary:	\$30,780 – 48,672 Salary negotiable based on qualifications and experience
Hours:	Full time, between the hours of 7:00am and 6:00pm to serve patients during normal clinic hours of operation which are Monday-Friday, 8:00am-4:45pm. Potential to work outside normal hours for client needs, special events, or public health emergencies.
Closing Date:	Open until filled

Major Duties & Responsibilities:

This position will perform office management support functions, schedule appointments, screen WIC Program applicants for eligibility, explain program benefits, enter computer data,

issue eWIC cards, conduct outreach activities, provide low risk nutrition education, manage caseload, and train, monitor, assist and manage vendors.

Knowledge, Skills & Abilities:

Strong customer services skills

Good organizational skills and record keeping abilities

Typing skills required

Basic computer skills

Experience in vendor management preferred

Spanish speaker preferred

Minimum Education & Experience

Graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least three years of office assistant/secretarial experience; or completion of a two-year secretarial science or business administrative program with one year of experience as described above; or an equivalent combination of training and experience.

How to Apply

Complete a [NC State Government Application for Employment \(PD-107\)](#). The application is located on the NC Office of State Human Resources website. The application can be completed in hard copy or electronically.

A completed state application, including cover letters and resumes/CVs, should be sent to Human Resources by email to careers@apphealth.com or dropped off in person at the AppHealthCare Alleghany Health Center at 157 Health Services Road in Sparta, NC.

Benefits

We offer a variety of paid and voluntary employee benefits including retirement plans, health insurance, life insurance, paid parental leave and annual and sick leave and more. For more information about benefits, [visit our website](#).

AppHealthCare recruits team members who share our values of Integrity, Drive, Resilience, Service, and Community and actively support the overall public health mission of the agency.

AppHealthCare is committed to providing equal employment opportunity (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran's status, family medical or genetic information, sexual orientation, gender status, pregnancy, gender identity or other non-merit based factors. All recruitment and selection activities will be administered according to EEO principles, with the goal of having a diverse workforce that reflects the population of the communities the District serves.

AppHealthCare is a recovery-friendly workplace.

For questions or more information, please contact AppHealthCare Human Resources:

(336) 372-5641 x1119 | careers@apphealth.com | AppHealthCare.com