

R. Joseph Ebel, R.S., M.S., M.B.A.
Health Commissioner



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www.lickingcohealth.org

Licking County Health Department

675 Price Road

Newark, OH 43055

Job Posting

DATE POSTED: September 21, 2016

POSITION: WIC Clinic Assistant

AGENCY: Licking County Health Department, WIC Program

QUALIFICATIONS AND REQUIRED KNOWLEDGE:

Knowledge of office practices and procedures, and operation of office equipment.

HOURS: Full Time Monday – Friday, some evening hours required.

SALARY: \$12.00 per hour (\$23,400/yr.)

DUTIES:

- Greets clients, answers phones, routes calls, enters data.
- Performs basic clerical tasks.
- Determine and document applicant eligibility.
- Weigh, measure, and perform finger stick blood iron tests.

APPLICATION PROCEDURES: Open until filled. Please send [application](#) and resume to:

Todd Kirkpatrick, WIC Director
Licking County Health Department
675 Price Rd., Newark, OH 43055

Phone (740) 349-6474

Successful candidates will be subject to pre-employment drug screening.

LCHD is a Tobacco and Nicotine Free Workplace. All new hires must be free from the use of tobacco or nicotine containing products as a condition of employment.

The Licking County Health Dept. is an Equal Opportunity Employer

For more information, visit: www.lickingcohealth.org/engagement.html#employment

