



Tazewell County Health Department

OPEN POSITION

**TAZEWELL COUNTY HEALTH DEPARTMENT
BIRTH TO FIVE DIVISION
PROGRAM ASSISTANT I**

The Tazewell County Health Department currently has one full time position for a Program Assistant I, with a primary focus on WIC (Women, Infants and Children) and Clinic intake open for applications of interest.

The position involves but is not limited to:

- scheduling
- insurance verification
- answering of phones
- filing
- client correspondence
- outreach
- inventory
- ordering
- public emergency response

See the attached Job Description for other essential duties and responsibilities.

Qualifications: High School Diploma and 1-3 years experience in related field
Strong Customer Service Skills. Microsoft Excel experience preferred.

Hours: Full time 37.5 hours/week. Hours will vary between 8:00 am and 5:30 pm.

Salary Grade: 11

Rate of pay: \$14.56/hr. hiring range

Submit to Beth Beachy, Tazewell County Health Department, 21306 Illinois Route 9, Tremont, IL 61568, bbeachy@tchd.net, (309) 929-0234, no later than Friday, October 2, 2020.

**Position will remain open until filled.