

Job Title: Office Assistant III / Breastfeeding Peer Counselor
Hiring Salary Range: \$27,945-\$28,644
Appointment Type: Full Time
Location: Health Department (WIC)
Posting Date: November 19, 2021
Closing Date: Until Filled

Attention Applicants:

To apply submit a Franklin County application to Franklin County Health Department, Attn: Scott LaVigne, 107 Industrial Drive Suite C, Louisburg, NC 27549. Resumes are not accepted in lieu of County applications. A separate application is required for each position for which you want to apply.

Position Summary: Looking for an individual that can work both independently as well as with a team performing a variety of tasks. This employee will perform a variety of office assistant tasks as a generalist in support of administrative, program or technical operations. Employees perform a variety of ongoing work functions that include a variety of records, reports and filing activities, public contact, office equipment operation, composition, and other general office duties. Work requires a knowledge and use of applicable office equipment systems and related technology. **Also**, this person will work with all breastfeeding moms in the WIC Department. They will provide education during the pregnancy on the pros and cons of breastfeeding infants. After delivery, they will serve as a support for breastfeeding moms. Must have good communication skills and ability to deal tactfully with public by telephone as well as in person. Must attend NC WIC approved Breastfeeding Peer Counselor Training and breastfeeding training classes to become a peer counselor. Receives a caseload of WIC clients and makes routine periodic contacts with all clients assigned. Gives basic breastfeeding information and support to new mothers, including telling them about the benefits of breastfeeding, overcoming common barriers, and getting a good start with breastfeeding. Also helps mothers prevent and handle common breastfeeding concerns. Respects each client by keeping information strictly confidential. Keeps accurate records of all contacts made with each client and completes a monthly activity report that is shared with the Program Manager.

Education or Experience Requirement: Must have a high school diploma. Must have a valid North Carolina Driver's License. Must have personal experience breastfeeding.

Benefits: Participation in Local Government Retirement System. 4% Employer contribution 401k, Medical/dental/life insurance (two options and one employee contributes to premium, available first day of month following 30 days of employment), vacation/sick leave and paid holidays.

Required Immunizations

The following are immunizations that we require for all employees prior to the first date of employment:

- Two step TST (skin test) If you have had a negative TST within the last 12 months, you must have another one completed prior to employment
- Proof of MMR (measles, mumps and rubella) immunity: You must have documentation of two doses of measles, mumps and rubella given at least 28 days apart or laboratory evidence of immunity or laboratory confirmation of disease
- Hepatitis B series: Either evidence of 3 doses; signed declination form or lab evidence of immunity
- Evidence of Tdap vaccine
- Evidence of varicella immunity: You must have documentation of two doses of varicella given at least 28 days apart or a history of varicella or herpes zoster based on physician diagnosis or laboratory evidence of immunity or laboratory confirmation of disease
- **If working in the lab, must have documented proof of one dose of meningococcal vaccine**

Franklin County is an Equal Opportunity Employer.

The County prohibits discrimination based on race, sex, color, creed, national origin, age or disability. Pre-Employment Drug Screen and Criminal Background Screening is required.