



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department Job Opening

Pay: \$31,900.00 per year

Job description:

Maternal & Child Health Clerical Support
Macon County Health Department – Decatur, IL
Help Support Healthy Families from Day One

Do you enjoy helping people, staying organized, and making a difference behind the scenes? The Macon County Health Department is seeking a friendly, organized, and customer-focused Maternal & Child Health Administrative Assistant to support programs that improve the health and well-being of women, infants, children, and families throughout Macon County.

As the first point of contact for many families, you'll play an essential role in ensuring clients receive exceptional service while supporting programs including WIC, Better Birth Outcomes, Breastfeeding Peer Counseling, Coordinated Intake, and other Maternal and Child Health initiatives.

What You'll Do

- Welcome and assist clients with professionalism, compassion, and respect.
- Answer phones and provide information about available Maternal and Child Health programs and services.
- Schedule appointments and assist families with clinic visits.
- Maintain accurate electronic records using the WIC Management Information System (MIS).
- Prepare clinic materials prior to each WIC clinic to ensure efficient daily operations.
- Provide administrative and clerical support for multiple Maternal and Child Health programs.
- Promote breastfeeding education and support in accordance with WIC standards.
- Collaborate with nurses, nutritionists, case managers, and other public health professionals.
- Maintain confidential client information while providing outstanding customer service.

Qualifications Required

- High School Diploma or GED
- Minimum of two (2) years of office or administrative experience
- Excellent customer service and communication skills
- Strong organizational and multitasking abilities
- Basic computer proficiency with the ability to learn department software
- Professional, positive, and compassionate attitude

Preferred

- Previous experience in a healthcare, medical office, or public health setting
- Experience working with WIC or community-based programs
- Bilingual applicants are encouraged to apply

Why Join the Macon County Health Department?

At the Macon County Health Department, we are committed to improving the health of our community while supporting our employees with an outstanding work-life balance and excellent benefits.

Benefits Include:

- 35-hour work week

- 12–14 paid holidays each year
- Paid vacation and sick leave
- Paid parental leave
- Blue Cross Blue Shield health insurance
- Dental and vision insurance
- Illinois Municipal Retirement Fund (IMRF) with employer contribution
- Employee Assistance Program (EAP)
- Employee discounts
- Professional development opportunities

Why This Position Matters

Every phone call you answer, every appointment you schedule, and every family you assist helps connect mothers, babies, and children with services that improve their health and well-being. Your work directly contributes to healthier families and a healthier Macon County.

If you're looking for a meaningful career where you can make a difference every day, we'd love to hear from you.

Apply Today

Submit your completed application and resume to:

Human Resources
 Macon County Health Department
 1221 E. Condit Street
 Decatur, IL 62521
 Email: HR@maconchd.org
 Applications are available at www.maconchd.org

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

Work Location: In person

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.