



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department Job Opening

Job Title:	Maternal and Child Health Clerical Support
Job Type:	Full-Time
Company Overview:	The Macon County Health Department is a Certified Local Health Department that provides clinical and social preventive services for all ages through the operation of various programs, services, and partnerships. Our vision is to lead Macon County to be one of the healthiest counties in Illinois, and our mission is to promote the health and healthy practices of all residents of Macon County.
Summary:	Performs receptionist and clerical duties for all Maternal and Child Health Programs, including, but not limited to, WIC, BBO-C, Breastfeeding Peer and Coordinated Intake. Promotes breastfeeding per WIC contract standards. Maintains proficiency of WIC MIS data entry system. Prepares for WIC Clinic opening prior to the beginning of the clinic. Answers WIC phones to assist with clinic visit needs and provide program information to the public. Other duties pertaining to role and as assigned.
Minimum Qualifications:	Minimum of High School Diploma or General Education Diploma (GED) with two years of office experience required.
Salary:	\$31,900.00
Position Benefits:	35 hr. work week 12-14 holidays/year Paid time off Partial employer contribution to IMRF retirement plan Health Insurance/Dental Insurance/Vision Insurance Employee Assistance Program Employee Discounts Paid Parental Leave
How to Apply:	Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconchd.org to print a copy of the application. Completed applications/resumes should be emailed to HR@maconchd.org .

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