



Clinton County Health District
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The Clinton County Health District is seeking a part-time employee (average 56 hours per two-week pay period) to join a team of dedicated public health professionals to help prevent disease and promote health within the community. The Clinton County Health District is an accredited public health department striving to create a diverse and inclusive environment. Employees are encouraged to participate in professional development training, suggest areas for improvement, and utilize a team approach to make positive changes in the community.

Essential Job Responsibilities: Performs general clerical and administrative assistant duties in an office setting; supports program health professionals and public health administration.

- Obtain and record weight/height and hemoglobin metrics of the client
- Filing, answering phones, data entry into reporting systems, scheduling, sorting mail, ordering and inventorying supplies, preparing reports
- Answers the telephone, greets the public in person and assists them in accessing needed services
- Operate various office machines including the fax and copier, scanners, and computer software programs. Prepare some reports under the direction of the WIC Director
- Other tasks as requested or assigned by the Directors and/or Health Commissioner

Minimum Education, Training, and Experience:

- High School Diploma
- Experience in a health care office or clinic setting preferred
- Must have excellent skills in data entry, typing, filing, public relations, written and oral communication
- Highly organized and self-directed with strong customer service and interpersonal skills

Location: Clinton County Health District: Address 111 South Nelson Avenue, Wilmington, Ohio. Phone number 937-481-2129. Send resumes to: rquallen@clincohd.com

Pay and Benefits:

- Compensation: \$16 to \$18 per hour: dependent on the experience, skills, and qualifications that the candidate brings to the position.
- Public Employee's Retirement System (PERS), Mandatory Medicare, Worker's Compensation, paid holiday, vacation, and sick leave after probationary period

This position is subject to a post-offer drug screen and background check (BCI)

"The Clinton County Health District strives to keep our community healthy, educated and safe."

An Equal Opportunity Employer-Provider