

**Tuscola County Health Department**  
**Clerk II/Clinic Assistant-Breastfeeding Peer Counselor**

The Tuscola County Health Department has a full-time opening for a Clerk II/Clinic Assistant (2 days/week) & Breastfeeding Peer Counselor (3 days/week). This position will assist clients with telephone and in-person appointments, greet visitors, answer phones, computer work, provide overall assistance to clients and support of agency programs along with providing breastfeeding information and support. Typical workweek is 37.5 hours Monday-Friday.

Clerk II/Clinic Assistant requirements (2 days/week):

- Knowledge of Microsoft Office (Word, Excel, Publisher & Outlook)
- Knowledge of medical terminology
- Experience with clinic procedures such as taking clients' vitals, height, weight, finger picks, etc. preferred but not required
- Ability to conform to HIPAA requirements
- Ability to work with various cultural & ethnic groups in a tactful and effective manner
- Ability to effectively work with various age groups

Breastfeeding Peer Counselor requirements (3 days/week):

- Has breastfed at least one baby (does not have to be currently breastfeeding)
- Attends breastfeeding training classes to become a peer counselor

Educational requirements:

- High School diploma or equivalent
- Medical Assistant Certification preferred but not required

Other requirements:

- Valid Michigan driver's license
- Satisfactory pre-employment physical and drug screening required

Hourly wage range (split):

Clerk II/Clinic Assistant: \$16.65-\$21.70

Breastfeeding Peer Counselor: \$15.37-\$19.47

Benefit Package Includes: Employer Paid Medical, Dental & Vision options (employee and family coverage), Paid Holidays, Paid Time Off, Municipal Employee Retirement System Membership with Employer Contribution, Short Term & Long Term Disability, Life Insurance

Equal Opportunity Employer

Submit **application and resume** to:

Human Resource Department  
Tuscola County Health Department  
1309 Cleaver Road, Suite B  
Caro, MI 48723

Or Email application/resume to: [hr@tchd.us](mailto:hr@tchd.us)

Applications & resumes will be accepted until 4:00p.m. Thursday, June 8, 2023