

CAMERON COUNTY



EMPLOYMENT OPPORTUNITY PLEASE POST CIVIL SERVICE

DATE: December 15, 2011

DEADLINE: Until filled

- POSITION:** COMMUNITY SERVICE AIDE (CSA)
- JOB LOCATION:** Cameron County Department of Health & Human Services
(Lucio WIC Clinic)
- SALARY:** \$16,640.00 per year
- QUALIFICATIONS:** Must have a high school diploma or equivalent. Ability to communicate well verbally and in writing in both English and Spanish. Must have a valid Texas Driver's License, comply with State of Texas driving laws, and maintain an acceptable driving record. Good health and physical condition sufficient to permit full performance of the duties for the position. Employees of Cameron County may be required to work during any natural disaster or emergency.
- DESCRIPTION OF DUTIES:** Under the direct supervision of the Cameron County Department of Health and Human Services WIC Program Clinic Supervisor or designee. This position performs various tasks as needed and directed by the Clinic Supervisor or designee. Tasks include reception duties, clerical duties, income screening, certification duties, performing lab procedures, and presenting lessons to participants. Adhere to Department of State Health Services and Cameron County Department of health and human Services WIC Program policies and procedures. Performs other duties as assigned. This is position is subject to a six months probation period prior to Civil Service eligibility. Must submit to a Civil Service clerical exam.
- BENEFITS:** Cameron County offers excellent fringe benefits, including: health and life insurance protection, sick and annual leave, a retirement system and paid holidays.
- HOW TO APPLY:** Cameron County
Human Resources/Civil Service/Safety Risk Dept.
1100 East Monroe Street Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER