

Rush County Health Department-Part-time Support Staff position

The primary function of this position involves Food Inspecting and Vital Records.

As the Food Inspector, you will be involved with inspecting local retail food establishments, restaurants, and markets. In this role, you will work directly with the public, business operators, and community leaders to ensure compliance with health and safety laws.

Vital Record position will involve recording and issuing birth and death certificates. This position involves answering phones, taking messages, learning front office duties as well as vital records duties, aiding in coverage for other front office positions when needed.

Basic knowledge of office equipment such as computers, fax machine, copier and multi-line phone is preferred. Knowledge of Microsoft Word, Excel, Google.doc, Zoom, Teams and Power Point preferred.

Pay Grade: Part Time FLSA Status

Schedule: 28-29 hours per week, flexible, evening and weekends will be required.

Education/Experience: High School Diploma or GED required.

A valid Indiana Driver's license is required.

Strong leadership skills, excellent verbal or written communication ability, problem solving, and computer skills, with a passion for serving your community is a great start for this position.

Please email resumes to Dixie Meyer, RN/Administrator at rcdhnursing2@rushcounty.in.gov

EQUAL OPPORTUNITY EMPLOYER