

NUESTRA CLINICA DEL VALLE, INC

ADMINISTRATIVE OFFICES
P.O. BOX 1689 PHARR, TEXAS 78577
956-787-8915

EMPLOYMENT OPPORTUNITY 11/4/2022

JOB TITLE: OFFICE CLERK (SOCIAL SERVICES DEPARTMENT)

WORKSITE: DONNA CLINIC

DEADLINE: UNTIL FILLED

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- **High school graduate or GED.**
- **College hours in social services or related field preferred.**
- **Knowledge of local resources.**
- **Good organizational skills.**
- **Computer literate.**
- **Bilingual (English/Spanish) communication skills.**
- **Valid Driver's License**
- **Covid-19 Vaccine required.**

NCDV is an Equal Opportunity Employer and Provider

1518 E. Santa Rosa
Edcouch, TX 78538
956-262-1363

1500 First Street
Mercedes, TX 78570
956-565-3191

611 N. Bryan Rd.
Mission, TX 78572
956-580-3303

105 S. 10th Street
Donna, TX 78537
956-464-5809

801 W. 1st Street
San Juan, TX 78589
956-787-0787

806 W. 3rd Street
San Juan, TX 78589
956-782-2131

201 S. Los Ebanos
Alton, TX 78574
956-519-1800

300 N. 86th St.
San Carlos, TX 78539
956-287-8850

600 N. Garza, Suite A
RGC. TX 78582
956-487-0846

2891 E. Grant Street
Roma, TX. 78584
956-849-2100

2900 Raul Longoria
San Juan, TX 78589
956-781-6077