



**COBB & DOUGLAS  
PUBLIC HEALTH**

*Healthier lives. Healthier community.*

# Employment Opportunity

*PH Nurse Manager-  
PCM/Healthy Start  
Position #00218311*

**Cobb and Douglas Public Health** a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

**We Offer:** Exceptional opportunities along with excellent benefits, which include: 11 paid holidays, annual and sick leave accrual. Educational leave. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and child care spending accounts can be established in addition to deferred compensation options. Learning and growth opportunities. Employee recognition program. Diverse workforce. And much more!

**Summary:** Under general supervision leads and provides general assistance to plan, organize, direct and coordinate the delivery of health services in the Healthy Start Program. Provides general assistance to develop and implement related policies and procedures. Monitors and evaluates healthcare/educational programs. Directs subordinate nurse case managers (3 FTE) and community health workers (4 FTE). Develops long and short-term goals for the Healthy Start Program and participates in strategic and operational planning. Interviews, hires, directs, trains, evaluates the performance of and when necessary disciplines and discharges employees. Maintains awareness of data processing technology in the VHN Systems, Healthy Start data collection system (local and federal) government regulations and health insurance billing. Cooperates with human resources and directs administrative activities for employees. Oversees the planning, development, scheduling, and implementation of the Healthy Start program and its activities. Plans, organizes and directs the work of the team to provide continuous active case management services to the enrolled clients. Participates in the development and administration of the Healthy Start budget. Assist with program development, marketing, community outreach and promotion. Interfaces regularly with the grant specialist to provide required documentation as required by the HRSA grant. Performs community assessments, develops policies and plans based on data collection, activity reports. Provides monthly quarterly and annual reports to HRSA. This position works to promote and protect the health and safety of the residents of Cobb and Douglas Counties. In the event of an emergency situation requiring activation of Cobb & Douglas Public Health, performs duties and responsibilities as assigned.

**Minimum Qualifications:** Bachelor's degree in nursing from an accredited college or university AND current Georgia license to practice as a Registered Professional Nurse AND CPR certification OR Associate's degree in nursing from an accredited college or university AND One year of nursing experience AND completion of a PHN course within one year of hire AND current Georgia Registered Professional Nurse license AND CPR certification.

**Preferred Qualifications:** Master's degree in a related field from an accredited college or university. At least 2 years management/supervisory experience in maternal child health program area or public health program area. Experience in financial/budget management. Proficiency in MS Office Suite, advanced skills in Excel.

**Salary Information:** \$ 53,582 annually / Pay Grade M

**Applications Accepted:** May 15, 2019 – June 14, 2019

**TO APPLY:** In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: [www.cdph-ess.com](http://www.cdph-ess.com). Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

[Camilla.Barnes@dph.ga.gov](mailto:Camilla.Barnes@dph.ga.gov)