



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

Social Services Tech 2- PCM/Healthy Start (3 Openings) Positions #00218306, 00218307, 00218308

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 performs a variety of education, follow up and clerical support functions/processes for an office or unit. Performs clerical duties including but not limited to data maintenance, filing, system maintenance and transactions. Must have the ability to comprehend information from HP Medicaid web portal system, immunization schedules and GRITS system, SENDSS and the various public health software programs. Prepares education packets for self and lead nurse for home visits. Monitors inventory of educational materials and reports needs to clerical support staff. **Provides 75 home visits per month to review Baby Basics and Bright Futures curriculum.** Assists 24/7 Dad program by attending 3 classes in each 12-week session. Assists nurse with case management follow up. This position works to promote and protect the health and safety of the residents of Cobb and Douglas counties.

Minimum Qualifications: High school diploma or GED AND One year of experience in a social service related position OR Two years at an accredited college or university with at least 15 credit hours in a social service related field.

Preferred Qualifications/Skills: Handling customer's complaints, appointment scheduling, Microsoft Office suite proficiency, basic bookkeeping, report creation, verifying insurance eligibility, clerical duties/filing. The ability to translate English to Spanish and Spanish to English; preferred but not required. 1 Year experience in maternal/child programming services/teaching.

Work Conditions & Physical Demands: Works with clients in the home/community 90% of the time. Will travel from the office to clients' homes. Some work completed in the office daily. Must be able to carry educational supplies and a 10lb infant scale to home visits. Overall must be able to carry a minimum of 15 lbs., navigate stairs and **provide own transportation (with a valid Georgia driver's license and auto insurance coverage.)** Overnight travel may be required for training.

Salary Information: \$24,772 Annually / Pay Grade E

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. 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