



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

Training & Development Specialist 3- Emergency Preparedness & Response Position #00177171

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: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with full vestment after 10 years of full-time employment; includes an employer 401k match. 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. Flexibility within our core operational hours of Monday-Friday 8am-5pm. Learning and growth opportunities. Employee recognition program. Worksite wellness activities. Diverse workforce. And much more!

Summary: Under general to limited supervision, responsible for assessing, planning and/or coordinating training. Provides technical assistance on training issues; plans, develops and implements HSEEP compliant exercises for the District. Organizes, develops and/or obtains, training procedure manuals, guides and course materials. Presents information, using a variety of instructional techniques and formats such as role-playing, simulations, team exercises, group discussions, videos and lectures. Schedules classes based on availability of rooms, equipment and instructors. Develops course curriculum in bioterrorism preparedness, and other public health emergencies for PH staff, community providers, hospital authorities and others as assigned. Assists in development of mass dispensing training program, as well as teaching core competency in EP&R training for new employees. Participates in emergency preparedness training, drills and exercises, as directed. In the event of a public health emergency, participates in the emergency response activities, as directed by the Emergency Preparedness Coordinator, District Health Director or Director of the Department of Public Health.

Minimum Qualifications: High school diploma or GED AND Three years of experience providing educational training or instructional services in functional area.

Preferred Qualifications: Bachelor's degree in a related field. Experience writing, reviewing and administering Emergency Operations training. Public health and/or Emergency Preparedness & Response training/knowledge. Proficiency in Microsoft Office suite. Effective oral, written communication presentation skills.

Salary Information: \$41,450 Annually/ Pay Grade K

Application Accepted: June 6, 2019 – June 11, 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

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.

AN EQUAL OPPORTUNITY EMPLOYER