



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

Business Support Analyst- Children 1st Position #00196173

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 supervision, performs data analysis for Early Hearing Detection and Intervention (EHDI) program. Collects, compiles and inputs data from Children 1st referral forms from area hospitals, primary care providers and audiologists that have indicated hearing loss. Case management of infants and children, providing follow-up services and linkage to intervention services in the community that meet the needs of the child. Prepares reports and makes recommendations or determinations based on analysis of data. Conduct marketing of program through public awareness and outreach activities, as well as providing health and wellness education to community agencies and parents promoting early newborn hearing screening and intervention throughout the district. Act as a liaison between local hospitals, pediatricians, audiologists and state EHDI program providing technical assistance as needed. This position works to promote and protect the health and safety of the residents of Cobb and Douglas Counties.

Minimum Qualifications: Bachelor's degree in business or related field from an accredited college or university AND One year of experience related to the area of assignment.

Note: An equivalent combination of education and job specific experience that provide the knowledge, experience, and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Preferred Qualifications: Proficiency with Microsoft Office Suite and relevant computer software. Case management experience, and the ability to prepare reports. Effective oral and written communication skills. Bilingual (English & Spanish) preferred but not required.

Salary Information: \$37,681 Annually/ Pay Grade J

Application Accepted: August 19, 2019 – September 18, 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