



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

Training & Development Specialist 2-HR Position #00195819

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. Diverse workforce. And much more!

Summary: Under general supervision responsible for assessing, planning and/or coordinating training sessions for Cobb & Douglas Public Health. Responsibilities include conducting training needs assessments, developing lesson plans and instructional materials, scheduling classes, instructing and evaluating training, and maintaining training records. Conducts monthly New Employee Orientation, participates in Public Health accreditation process, serves as the chair for the Workforce Development Committee. Works with partners such as the Region IV Training Center and our Employee Assistance Program to maximize our training partnerships. Assists HR Director with special projects, coordinates annual CDPH Conference, maintains accurate training records and processes registrations in a timely manner. Manages registration, classes, attendance and tracking the EXCEED LMS. This position works to promote and protect the health and safety of the residents of Cobb & Douglas counties.

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

Preferred Qualifications: Bachelor's Degree and three or more years of experience in planning, developing, delivering, or evaluating training programs or academic instruction OR four years' experience delivering training that included developing instructional materials and lesson plans. Experience with teaching adult learners in a Human Resources/Professional Development capacity. Proficiency with Microsoft Office Suite. Strong presentation skills, effective oral and written communication skills.

Salary Information: \$40,000 annually / Pay Grade I

Application Accepted: September 5, 2019 – September 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

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.
AN EQUAL OPPORTUNITY EMPLOYER