



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

Hourly Customer Service Representative WIC-Phone Center Position #00203309

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: Flexibility within our core operational hours of Monday-Friday 8am-5pm. Promote learning and growth. Employee recognition program. Diverse workforce. Worksite wellness opportunities. And much more!

Summary: In a team environment, under close supervision, clerical duties including, greeting clients, scheduling appointments, performing patient intake tasks, answering phone calls, providing general information, etc. Responsibilities include, but not limited to, provides administrative WIC services within the standards set by GA WIC policies and procedures to assure prompt services are provided to all WIC clients. Self-monitors and assures ongoing professional development necessary to maintain skills utilizing multiple resources.

Minimum Qualifications: High School Diploma or GED and Six months of experience handling customer's questions, complaints and/or providing information.

Preferred Qualifications: GA WIC experience, CDPH WIC experience, English/Spanish bilingual or American Sign Language/English bilingual; course work relating to Public Health

Salary Information: \$12.38 per hour / Up to 29 hours per week (**No Benefits**)

Applications Accepted: October 7, 2019 – October 21, 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