Employment Opportunity

Hourly Social Services Tech-PCM/Babies Born Healthy
Position: 00218678

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: Under general supervision, provides a broad range of para-professional social services activities in the following pregnancy related programs: Presumptive Eligibility (PE) Pregnancy Medicaid, Perinatal Case Management (PCM), Babies Born Healthy (BBH), and assist with grant funded projects. Responsibilities include, but not limited to: screening and intake for services, answering phone calls, scheduling appointments, trouble-shooting Medicaid problems, performing general clerical and administrative duties to support programs and office activities. Assist with PE Pregnant Women’s Medicaid application process and assist with case management services of prenatal clients. In the event of an emergency requiring activation of Cobb & Douglas Public Health, performs duties and responsibilities as assigned. 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 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 services related field.

Preferred Qualifications: Bachelor’s degree in social services. Bilingual preferred (English/Spanish). Experience and understanding of the Medicaid applications process and case managing pregnant women. Effective oral and written communication skills, proficiency in Microsoft Office programs.

Salary Information: $11.25/hour, No Benefits

Applications Accepted: August 17, 2020 – September 16, 2020

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.cdphe-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