



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

Hourly Customer Service Rep

Children 1st

Position: 00185042

Summary: Under general supervision, performs a variety of clerical duties in support of a program, administrative, or technical operation requiring significant knowledge of program operations, policies, and procedures. Performs clerical duties (i.e.: data entry, filing system maintenance, etc.). Requires working knowledge related to the HP Medicaid Web Portal System, Immunization schedules, and GRITS System.

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

Preferred Qualifications: Prior experience and/or education relating to the specialty area of the position. Advanced computer experience. The ability to translate English to Spanish and Spanish to English orally and written is preferred.

Salary Information: \$12.38 per hour / Up to 29 hours per week

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!

Applications Accepted: March 18, 2021 – April 17, 2021

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.

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.

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