



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

HIV Prevention Program Manager Position #00216704

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: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with matching 401k; fully vested after 10 years of full-time employment. In addition, the following benefit options are available: medical, dental, vision, legal, dependent life, AD&D, short and long-term disability, legal, healthcare spending, childcare spending, etc. Flexibility within our core operational hours of Monday-Friday 8am-5pm. Promote learning and growth. Employee recognition program. Diverse workforce. Worksite wellness activities. And much more!

Summary: Under general supervision, job responsibilities include promoting, maintaining, and improving individual and community health by leading a program aimed at assisting individuals and communities to adopt healthy behaviors and prevent the spread of HIV. Supervise and plan work of staff within the HIV Prevention program. Ensure implementation of timely disease intervention strategies to decrease the prevalence of HIV and other STDs. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies and environments. Oversee the performance of reporting, surveillance, community and patient education, and case management activities. Plans community outreach, including HIV Counseling & Testing events. Provides educational programs and in-service training sessions as well as participation in community health fairs to enhance public understanding of HIV/AIDS. Other duties as assigned. This position works to promote and protect the health and safety of the residents of Cobb and Douglas Counties.

Minimum Qualifications: Master's degree in a related field from an accredited college or university AND Three years of experience performing work related to area of assignment, One year of which in a supervisory role OR Bachelor's degree in a related field from an accredited college of university AND Five years of experience performing work related to area of assignment, Two years of which in a supervisory role OR One year of experience at the lower level Healthcare Program Consultant 3 (HCP092) or position equivalent. Note: Some positions may require licensure.

Preferred Job-Related Skills: Preference will be given to applicants possessing experience in the following: experience in HIV prevention activities including HIV Counseling & Testing certification; experience in HIV and STD surveillance activities; experience in developing budgets and funding proposals for overall program needs; experience in management.

Work Conditions & Physical Demands: This position does require some physical exertion. May require some lifting, but no more than 50 lbs. Not always a sedentary position; will require some walking and long periods of standing. Requires flexibility of working in general office environment, clinic environment, and community outreach. Will require working directly with blood-borne pathogens.

Salary Information: \$46,838 annually / Pay Grade L

THIS POSITION WILL REMAIN OPEN UNTIL FILLED AND IS SUBJECT TO CLOSE AT ANY TIME ONCE A SATISFACTORY APPLICANT POOL HAS BEEN IDENTIFIED

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: gabrielle.robinson@dph.ga.gov