



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

Social Services

Program Coordinator III

Position #00002709

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 supports Babies Can't Wait for district 3-1 as an administrative liaison for contract providers. This position plans, organizes and manages all aspects of the early intervention district wide training and assists the EIC (Early Intervention Coordinator). Leads or participates as a member of a multi-disciplinary team which develops a completed Individualized Family Service Plan for each child. This position maintains program standards along with supporting peer supervisors for therapeutic and clerical services according to state and federal BCW guidelines and provides monthly/annual reporting to state funders on local accomplishments and data. The position also co-creates an annual plan for the BCW Program and sets goals for the balanced scorecard process in CYSN. Provides patient education and counseling, advises interventionist, and makes necessary referrals for other social services. Develops curriculum and presentations to district wide contractors of early intervention services. Adapts teaching and instructional methods or uses specialized techniques to individualize instruction. Works with clerical staff to post material to Cobb Douglas Public Health website.

Minimum Qualifications: Master's degree in a related field from an accredited college or university AND Three years of related experience, with at least one year in a supervisory role OR Bachelor's degree in a related field from an accredited college or university AND five years of related experience OR One year of experience at the lower-level Social Services Program Coordinator 3 (SSP032) or position equivalent. NOTE: some positions require eligibility for licensure.

Preferred Qualifications: Bi-lingual English/Spanish, Experience in Baby Can't Wait (BCW) and/ or Early Intervention

Salary Information: \$37,681/ Pay Grade J

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