

DeKalb County Board of Health

Division Director of Community Health and Prevention Services

Position # 10002

(Salary is offered based on Education, Experience and/or Budget)

POSTED: August 20, 2019

DEADLINE TO APPLY: September 22, 2019

LOCATION: E.L. Richardson Health Center – Division of Community Health and Prevention Services (CHAPS)

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and childcare spending account.

DUTIES: Under broad supervision is responsible for administrative supervision of the Division of Community Health and Prevention Services (CHAPS) including various medical programs and services. Provides medical consultation as the Medical Director for the DeKalb Board of Health to staff and individuals in the community. Participates in administrative and managerial decision making that involves the direction and policy operations for the entire division in consultation with the District Health Director. Interacts, consults, and collaborates with the District Health Director and other members of the Executive team regarding day to day decisions, strategic planning and emerging tasks. Leads in the formulation, review, medical certification and direction of policies and quality assurance components of all clinical operations. Participates in the development and training of clinical staff. Provides clinical supervision to specialized programs in public health. Manages assigned staff, including establishing workloads, prioritizing work assignments, establishing performance expectations and evaluating employee performance. Oversees the planning, development, scheduling, implementation and evaluation of health care programs and activities and their effectiveness. Participates in the development, administration and oversight of budgets. Represents the District Health Director for clinical, programmatic and administrative matters as required, in the event the he/she is unavailable. Serves as a liaison between the Board of Health and DPH by attending state, regional, and local meetings and participating on various committees and coalitions. Provides oversight of numerous state and federally funded programs. Oversees CLIA certification and operations of laboratory services. Participates in Emergency Preparedness, Planning and Response as required by the agency. Other duties as assigned.

MINIMUM QUALIFICATIONS: Graduation from a medical school recognized by the composite state board of medical examiners. Licensure to practice medicine at a state institution or in the state of Georgia as provided by state law is required.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants with 5 or more years of administrative and management experience i.e. staff supervision, budget management and performance management.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required



ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov

(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: Michelle.Raines@dph.ga.gov