

DeKalb County Board of Health

Early Hearing Detection & Intervention (EHDI) Program Coordinator

Position # 10191

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

POSTED: November 21, 2019

DEADLINE TO APPLY: December 5, 2019

LOCATION: T.O. Vinson Health Center – CHAPS/HCP

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 child care spending account.

DUTIES: Under general supervision, performs tracking and monitoring for the district Early Hearing Detection and Intervention (EHDI) Program; Manages, collects and performs data analysis for quality, presentation and reporting purposes; completes all related reports. Communicates with families, district staff, hospital staff, private providers, and state staff in tracking and monitoring of all newborns that refer/fail on hearing screenings. Convenes and conducts district EHDI community meetings. Identifies barriers to quality services, compliance or ineffective work processes and creates plans to assure the EHDI program operates according to established guidelines and state programmatic requirements.

MINIMUM QUALIFICATIONS: Master's degree in a related field from an accredited college or university **OR** Bachelor's degree in a related field from an accredited college or university **AND** Two years of experience performing work related to area of assignment **OR** Six years of experience performing work related to area of assignment. Note: Some positions may require licensure.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants with two years of recent case management experience, experience working with special needs infants and toddlers, excellent oral/written communication skills, proficient in Microsoft Office (Word, PowerPoint, and Excel) and database experience.

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

