

DeKalb County Board of Health

Program Assistant

Position #10517

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

POSTED: September 10, 2020

DEADLINE TO APPLY:

September 17, 2020

LOCATION: North DeKalb Health Center – CHAPS/CWS/STD

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 general supervision, works directly with the program's surveillance unit. Provides direct support and acts as department liaison to surveillance team and Communicable Disease Specialists. Conducts record searches with district providers; case filing. Initiates high priority cases for field follow-up. Other duties as assigned.

MINIMUM QUALIFICATIONS: High school diploma or GED **AND** Two years of general office or administrative experience.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants familiar with medical terminology and proficient in Microsoft Office Suite.

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

