

DeKalb County Board of Health

Hourly SPOC Supervisor Position #10616 (\$15 per hour – up to 29 hours per week)

POSTED: April 13, 2020

DEADLINE TO APPLY: April 27, 2021

LOCATION: SPOC Sites – CHAPS/Clinical Operations

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>.

DUTIES: Under limited supervision, will efficiently supervise, organize, manage, and direct all operations onsite at Specimen Point of Collection (SPOC) site. Coordinates SPOC staffing needs to support operational needs with the DCBOH operations management team as needed. Practices and implements universal precautions, barrier protection methods, infection control, and isolation procedures to ensure a safe working environment. Escalates issues, problems, and opportunities to management level for resolution if needed. Maintains computerized records, resolves, and troubleshoots issues with the device used to collect data. **(Temporary funding through June 30, 2021)**

MINIMUM QUALIFICATIONS: High school diploma or GED AND Seven years of experience in a technical job related to the area of assignment. May require a valid driver's license.

PREFERRED QUALIFICATIONS:

Physical Requirements (Medium):

Lifting 50lbs max Carrying of objects up to 25 lbs; Occasional to frequent standing & walking, Occasional sitting, Physical demands may vary day to day (constantly, frequently or occasionally).

Environmental Factors: Environmental exposures including but are not limited to: bio-hazardous waste, hot/cold temperatures (outdoor conditions), shift work, travel may be required. Use of personal protective equipment.

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

