

DeKalb County Board of Health

Vaccination Site Coordinator Multiple Vacancies (\$25ph – Up to 29 hours per week)

POSTED: April 26, 2021

DEADLINE TO APPLY: May 10, 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, Oversees workflow and throughput operations. Coordinates and manages clinical and non-clinical staff scheduling and coverage. Identifies, investigates, and develops support for and assists in the implementation of new tools/technology necessary to maintain and improve productivity, effectiveness, quality, and customer service. Identifies, analyzes and communicates key issues/trends and reports findings and recommendations to management. Participates with the Manager in the recruitment, interviewing, and hiring of qualified staff. Provides input to management on budget issues, staffing, cost containment strategies and capital needs. Assists in leading and/or developing employee engagement participation and improvement. Assists in leading and/or developing plans with staff, Lead Nurse Clinician, and Manager to ensure performance goals are met. Leads training and coaching exercises with employees to continuously improve skill sets. Actively ensures staff compliance to Rules of Personal Conduct. Facilitates a multi-disciplinary and collaborative approach to patient care and interdepartmental problem solving/service delivery. Completes other duties assigned by manager. Plans, executes and resolves all routine supply and technical needs of the site (medical supplies, clerical supplies, information technology, signage, etc). Gathers all information required for departmental reporting. Produces reports as required. Monitors daily transaction activity to ensure compliance with procedures. Resolves complex or critical situations involving patients, staff and customers: consults with manager for guidance as needed (e.g., complaints, discipline, etc.). Direct responsibilities including employee training, discipline, and or recommendations for dismissal. Ensures staff has access to necessary policies, procedures, training and other resources necessary to complete their responsibilities. Prepares material for and conducts routine staff meetings, including daily shift huddles. **(Temporary funding through September 30, 2021)**

MINIMUM QUALIFICATIONS: Master'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 Bachelor's degree in a related field from an accredited college or university AND Five years of experience performing work related to area of assignment OR One year of experience at the lower level Healthcare Prgm Consultant 2 (HCP091) or position equivalent. Note: Some positions may require licensure.

PREFERRED QUALIFICATIONS:

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