

# DeKalb County Board of Health

## Hourly Mobile Unit Coordinator Multiple Vacancies (\$25ph – Up to 29 hours per week)

**POSTED:** May 3, 2021

**DEADLINE TO APPLY:** May 17, 2021

**LOCATION:** Mobile Unit – 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 broad supervision, the COVID-19 Mobile Vaccination Coordinator will plan, direct and implement the new mobile vaccination community sites and events in DeKalb County. The COVID-19 Mobile Vaccination Coordinator oversees mobile unit vaccination operations and serves as the primary contact for the site and liaison in the community setting. This role requires travel to and from community locations and events. As a community liaison, the COVID-19 Mobile Vaccination Coordinator builds and promotes access to vaccines and collaborate with community partners to conduct outreach activities and referrals. The position monitors and manages the daily inventory of supplies onsite, coordinates site operations, coordinates and publishes staff schedules, daily site set up, and breaks down. This position distributes written materials about the mobile unit services to the community, responds to community requests for information on services provided, resolves customer complaints, and answers customers' questions regarding policies and procedures. The COVID-19 Mobile Vaccination Coordinator evaluates activities to ensure compliance with state and federal guidelines, prepares and submits reports as required, and performs other duties as assigned. (Temporary funding through September 30, 2021)

**MINIMUM QUALIFICATIONS:** 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 Program Consultant 2 (HCP091) or position equivalent. Requires a valid driver's license.

**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](http://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](mailto:Michelle.Raines@dph.ga.gov)

