

DeKalb County Board of Health

Vaccination Site Manager

Position #10647 & #10648

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

POSTED: May 3, 2021

DEADLINE TO APPLY: May 17, 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, the COVID-19 Vaccination Site Manager will plan, direct, and manage the operations of the vaccination site and ensure compliance with state and federal guidelines. This position serves as the team lead, develops the staffing plan and supervises, and instructs the team's work assignments, including delivering morning huddle for updates, training employees, ensuring staff coverage, delegating roles, and responsibilities and ensuring staff is following protocols. The COVID-19 Vaccination Site Manager will be responsible for managing relationships with all support staff, including onsite vendors, security, law enforcement, etc. This position will be responsible for the monitoring and managing inventory of supplies, maintaining optimal site logistics, daily site set up and break down, ensuring efficient patient check-ins and guidance through the vaccination process flow. This position will participate in conference calls and meetings as requested, communicate updates and recommendations to the COVID-19 Response Leadership team. This position will also distribute written materials at the site, respond to community requests for information on services provided, resolve customer complaints, and answer customers' questions regarding policies and procedures. The COVID-19 Vaccination Site Manager prepares and submits reports as required and performs other duties as assigned. This role requires travel to and from vaccination site locations. **(Temporary funding through September 30, 2021)**

MINIMUM QUALIFICATIONS: Master's degree in a related field from an accredited college or university AND Three years of experience performing work related to area of assignment, One year of which in a supervisory role 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, Two years of which in a supervisory role OR One year of experience at the lower level Healthcare Prgm Consultant 3 (HCP092) 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

