

DeKalb County Board of Health

WIC Office Supervisor

Position # 10109

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

POSTED: June 21, 2021

DEADLINE TO APPLY: June 24, 2021

LOCATION: Tucker WIC - CHAPS

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 child care spending account.

DUTIES: Directs, supervises and reviews work assignments of support staff at one health center. Plans and organizes work while meeting goals and objectives. Monitors staff's progress and productivity, performance, training and educates to assure the reduction of errors. Supports and assists with the duties of secretarial/clerical staff to facilitate the office's functions. Troubleshoots and corrects billing errors. Coordinates the record keeping activities of medical records and assists with open record requests. Resolves customer service issues and coordinates resolutions and follow-up.

MINIMUM QUALIFICATIONS: High school diploma or GED AND Two years of experience required at the lower level Admin Support 3 (GSS082) or position equivalent. Must show ability to lead or supervise a team.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants with one year of experience supervising support staff; one year of WIC experience is a must. Proficiency in computer skills, electronic medical records, billing, and Microsoft Office software. Exceptional customer service skills.

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



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