

DeKalb County Board of Health

Hourly Program Associate
Position #10542
(\$15 per hour – Up to 29 hours per week)

POSTED: September 29, 2021

DEADLINE TO APPLY: October 13, 2021

LOCATION: T.O. Vinson Health Center – CHAPS/Nursing/Immunization Program

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 direct supervision, acts on Program Coordinator's behalf promoting the importance of immunizations, including special promotional activities for CDC-recognized national campaigns, developing and monitoring responses to issues as delegated. Ensures that immunization assessments are conducted at all childcare, kindergarten, seventh grade and eleventh grade programs in the public and private sectors in the district's service area. Properly completes, processes, and/or maintains necessary documentation, transactions, records, etc. pertaining to programmatic needs. Coordinates and maintains school and childcare deadlines and associated records for Program Coordinator and other staff as assigned. Schedules appointments, meetings, and events as instructed or according to established policies procedures and guidelines. Conveys directives, assignments, instructions and other information from Program Coordinator to staff as directed. Keeps Program Coordinator or other appropriate staff adequately informed of problems, irregularities, issues and concerns pertaining to the Immunization Program. Other duties as assigned.

MINIMUM QUALIFICATIONS: High school diploma or GED **AND** Four years of progressively complex office or administrative experience.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants proficient in Microsoft Office Suite (Word, Excel, PowerPoint, etc); experience in budgeting, purchasing and inventory control are also preferred.

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