

DeKalb County Board of Health

HIV Prevention Program Coordinator

Position #10300

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

POSTED: November 17, 2021

DEADLINE TO APPLY: December 1, 2021

LOCATION: North DeKalb Health Center – Countywide Services/HIV.STD Prevention

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 childcare spending account.

DUTIES: Under limited supervision, develops, directs, and manages the HIV/STD prevention program. Organizes services to meet customer needs and contract/grant requirements. Supervises professional staff and conducts performance appraisals. Provides accurate evaluations of technical quality of work on an ongoing skill set basis. Ensures continuing training and development for supervised employees. Communicates effectively with officials, advocacy groups and other consumer groups to ensure that the agency goals are in harmony with the community's direction. Participates effectively in agency and community networks to establish guidelines and protocols that address the needs of the population served. Represents the agency appropriately when attending board meetings and public forums. Seeks to establish a collaborative relationship with those who reach similar populations or with those who can have an impact upon operational or political aspects of the program. Prepares Request for Proposal as it relates to HIV/STD Prevention activities in the community. Develops, manages, and monitors the budget of the program appropriately and efficiently to ensure proper utilization of funds based on the program needs. Seeks for alternative funding sources (grants) in support of the HIV/STD prevention program; and apply for grants as necessary. Oversees and monitors the collection and entry of data relative to notifiable disease surveillance. This position will also make adjustments in resource allocations and staffing to respond to specific disease outbreaks; and ensures that newly identified HIV/STD infected persons are linked to care quickly.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field from an accredited college or university AND Three years of experience managing professional level staff OR Seven years of related professional experience AND Three years managing at the level equivalent to area of assignment OR Three years of experience required at the lower level Mgr, Business Ops (GSM010) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants with 3 years of supervisory and budget management experience. Also, current knowledge of applicable federal, state, and local laws, rules, and regulations related to HIV/STD Prevention.

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