

DeKalb County Board of Health

Hourly COVID-19 Site Supervisor Position #10706 (Up to 29 hours per week)

POSTED: September 23, 2022

DEADLINE TO APPLY: October 7, 2022

LOCATION: SPOC Sites – DCS/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>.

SALARY INFORMATION: \$30 Per hour/Pay Grade J

DUTIES: Supervise, organize, manage, and direct COVID-19 vaccine site. Oversee the day-to-day performance of employee workflow schedules, evaluates employee performance, and provides feedback to resolve issues. Supports operational needs with the DeKalb County Board of Health operations coordinator team as needed. Practices and implements infection control to ensure a safe working environment. Escalates issues, problems, and opportunities to the supervisory level for resolution if needed. Maintains computerized records. Resolves and troubleshoots issues with the device used to collect data. Must maintain an active Georgia Driver's License. May be required to work evenings and weekends.

MINIMUM QUALIFICATIONS: Master's degree in a related field from an accredited college or university AND Two years of exp. performing work related to area of assignment 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 OR One year of experience at the lower-level Healthcare Program Consultant 2 (HCP091) or position equivalent. Note: Some positions may require licensure.

PREFERRED QUALIFICATIONS: Strong understanding of and sensitivity to DeKalb County communities and experience working with diverse populations. Bi-Lingual Proficient skills (Spanish) preferred. Commitment to providing nonjudgmental quality health care to those in need. Experience and commitment to working with diverse communities. Strong proficiency with Microsoft Office applications, specifically Word Outlook and internet applications.

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

