

DeKalb County Board of Health

Maternal and Child Health Manager #10151

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

POSTED: September 13, 2022

DEADLINE TO APPLY: September 30, 2022

LOCATION: T. O. Vinson Health Center – DCH/MCH

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

Salary Information: \$86,000 Annual/ Pay Grade O

DUTIES: Under broad supervision of the Director of Division of Community Health will oversee administrative and programmatic functions of the Maternal and Child Health Programs, which includes Adolescent Health & Youth Development, Babies Can't Wait, Children 1st, Children's Medical Services, Mothers Offering Resources and Education, and Women, Infants, and Children (WIC). This position will assure staff are well-trained in all areas including development, programming, operations, customer service, and public affairs. This position will oversee the planning, development, scheduling, implementation, and evaluation of these programs, their activities, and the overall effectiveness. Will also perform the following: policy implementation, budget development and management, maternal child health disparity navigation, strategic planning, grants/contracts management. Will interact and collaborate with district programs, other agencies, and community stakeholders. Uses appropriate methods and techniques for resolving daily operational issues. Recommends or initiates personnel actions and enforces DCBOH policies. Other Duties as assigned.

MINIMUM QUALIFICATIONS: Doctorate degree in a related field from an accredited college or university **AND** three years of management/supervisory experience in health care services **OR** Two years at the lower level or position equivalent (Manager 3, Health Care) **OR** Master's degree in a related field from an accredited college or university **AND** Four years of management/supervisory experience in health care services **OR** Bachelor's degree in a related field from an accredited college or university **AND** Five years of management/supervisory experience in health care services.

PREFERRED QUALIFICATION: In addition to the minimum qualifications, preference will be given to applicants with Masters degree in related field (MPA, MHA, MSW, MSN, etc.) and 3-5 years of professional level experience and specific knowledge in two or more public health programs (e.g., Adolescent Health, Child Health, Maternal and Infant Health, or Women, Infants, and Children), three years supervisory level experience across multiple diverse program areas. Clinical and/or administrative supervisory experience of professional level staff (therapist, nurses, licensed social workers, and interdisciplinary teams). As well as established success with grant writing and applications. Experience working with ethnically diverse communities is strongly recommended. Experience with fiscal management of multiple budgets and quality improvement. Experience with Microsoft Office software (Outlook, Excel, PowerPoint, Teams, etc.) and effective verbal and written presentation skills are preferred and will be evaluated during the interview process.

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

