



**GEORGIA DEPARTMENT OF  
PUBLIC HEALTH (GA)**  
invites applications for the  
position of:

**District Women's  
Health Coordinator**

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**SALARY:** \$47,000 - \$58,547.06 Annually

**OPENING DATE:** 04/10/18

**CLOSING DATE:** 04/24/18 11:59 PM

**DESCRIPTION:**

**Location:** District 2 Public Health Regional Office, 1280 Athens Street, Gainesville, GA 30507

**Recruitment:** This position is open to all qualified applicants

**Pay Grade:** L

**Position:** 00173582

**COPIES OF TRANSCRIPTS AND CREDENTIALS ARE TO BE SUBMITTED WITH APPLICATION  
(originals are only needed for those contacted for an interview):**

District 2 Regional Office

1280 Athens Street

Gainesville, GA 30507

**Attention: Human Resources**

Come join the team that's changing the face of public health. We are improving the health of Georgia one community at a time. District 2 Public Health (D2PH) serves 13 counties in northeast Georgia, including Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White counties. One of the fastest growing regions in the state, District 2 includes rural and urban communities with diverse public health challenges. At D2PH, we are focused on understanding community health challenges and developing smart solutions that allow us to make an impact in our community. We are a team of intelligent and committed individuals who are passionate about public health and serving northeast Georgia. If you want to make a difference in public health, you should join our team.

In addition to a competitive salary, we offer numerous paid training opportunities; flexible schedules; student loan forgiveness; and a generous benefits package that includes an employee retirement plan; deferred compensation; 12 paid holidays; 15 paid vacation and 15 paid sick leave days per year; and dental, vision, long-term care, and life insurance.

**JOB RESPONSIBILITIES:**

Under broad supervision, provides professional nursing care in accordance with nurse protocols, policies and/or procedures. Focuses on the prevention of illness, injury, or disability, the promotion of health and maintenance of the health of populations. Cares for population with special needs during disasters/emergencies and biological and chemical protocols.

- Administer the Family Planning (FP) and Breast & Cervical Cancer Programs (BCCP) per the Department of Public Health annexes and manuals
- Oversee the program budgets, working with the accounting staff to assure the budgets are dispersed appropriately, approving purchase orders for supplies and equipment as necessary
- Complete the programmatic work plans and reports, submitting to the State as assigned
- Supervise women's health staff
- Approve monthly timesheets for county staff for reimbursement purposes
- Provide consultation services to the county health department nursing staff regarding protocol questions or procedural questions
- Work clinics as necessary to check off new nursing staff
- Act as a liaison between the State Office of Family Planning and the County Health Departments
- Serve on the District Quality Assurance team

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in nursing from an accredited college or university AND One year of PHN experience AND current Georgia license to practice as a Registered Professional Nurse AND CPR certification OR Associate's degree in nursing from an accredited college or university AND Two years of PHN experience AND completion of a PHN course within one year of hire AND current Georgia Registered Professional Nurse license AND CPR certification.

### **ADDITIONAL INFORMATION:**

To be considered for employment at District 2 Public Health you must complete an online application. This job application can be found at [www.dph.georgia.gov](http://www.dph.georgia.gov). Click on "About DPH" and then "Careers", locate position then click "Apply" to begin your application. Please make sure you have selected the specific job you are interested in and qualified for. You will receive an email or telephone call if you are selected to participate in the interview process. Please do not send hard copies of application materials. All information can be uploaded to the online system.

Applications must include an email address and daytime phone number where applicant can be reached. Incomplete applications may not be considered.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Pre-employment drug screen and criminal records check (fingerprinting) are required.

Note: An applicant who has a disability requiring special accommodations should contact this office. In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing.

We are an Equal Opportunity Employer.

For more information regarding employment with District 2 Public Health please visit our website at [www.phdistrict2.org](http://www.phdistrict2.org).