



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

Immunization Coordinator

SALARY: \$36,465.00 - \$47,101.41 Annually

OPENING DATE: 07/30/18

CLOSING DATE: 08/13/18 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: J

Position: 00001715

District 2 Public Health serves 13 counties in the northeastern portion of Georgia and includes Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White counties. The mission of public health is to promote and protect the health of people in Georgia wherever they live, work and play. We embrace this mission by serving individuals, families, and communities to improve their health and enhance their quality of life.

In addition to a competitive salary, we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

JOB RESPONSIBILITIES:

Under general supervision, provides technical assistance and training within a health care specialty. Plans, directs, and implements a specialty program. Evaluates programs for compliance with state and/or federal guidelines. Serves as a team leader.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related field and three years of experience performing work related to area of assignment Or Master's degree in a related field and one year experience performing work related to area of assignment OR Seven years of experience performing work related to area of assignment. *Note: Some positions may require licensure.*

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. 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.

