



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

**PART-TIME
CUSTOMER
SERVICE REP 1**

SALARY: \$13.00 Hourly
OPENING DATE: 09/06/18
CLOSING DATE: 09/13/18 11:59 PM

DESCRIPTION:

Location: Hall County Health Department, 1290 Athens Street, Gainesville, GA 30507
Recruitment: This position is open to all qualified applicants
Position: 00162868

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.

JOB RESPONSIBILITIES:

This position is with the District 2 Public Health WIC program in the Hall County Health Department. The WIC program (Women, Infants and Children) is a nutrition education, breastfeeding education and supplemental food program.

The home base will be the Hall County Health Department.

The hours are Tuesday 8-7; Thursday 8-7 and Friday 8-3.

Under general supervision, works and communicates with the general public, internal customers and/or external customers to provide information and services targeted to meet customer expectations. May resolve complicated issues involving customer service and/or researches governing policies, procedures or laws to respond to clients or visitors.

Would perform client intake by entering demographic data; schedule appointments; print vouchers; file documents; run reports and maintain inventory. Interpret as needed.

All WIC positions are subject to traveling to other WIC clinics and meetings within the district.

MINIMUM QUALIFICATIONS:

High school diploma or GED AND Six months of experience handling customer's questions, complaints and/or providing information.

PREFERRED QUALIFICATIONS:

Must be able to read and speak Spanish fluently.
One year of experience in a customer service setting communicating information.
Previous WIC experience.

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.