



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

**Customer Svc Rep
1 or 2**

Georgia Department of Public Health

SALARY: \$13.00 - \$15.00 Hourly

OPENING DATE: 11/15/18

CLOSING DATE: 11/22/18 11:59 PM

DESCRIPTION:

Location: White County Health Department, 1331 Helen Hwy, Cleveland, GA 30528
Dawson County Health Department, 54 Hwy 53 East, Dawsonville, GA 30543

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:

The WIC program (Women, Infants and Children) which is a nutrition education, breastfeeding education and supplemental food program.

This job is **Part Time position** with a maximum 28 hrs. a week for the District 2 Public Health WIC program.

**The home base will be the White County Health Department on Mondays and Wednesdays.
The hours would be Monday 8-5:30 and Wednesday 8:00-5:30.**

**Tuesdays will be in Dawson County Health Department.
Tuesday 7:15-5:45**

Under general supervision works and communicates with the general public, internal customer/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 clients or visitors. Would intake clients by entering clients, makes appointments, prints vouchers, files, run reports and maintain inventories. Interpret as needed.

All WIC positions are subject to traveling to other WIC clinics and meetings within the district. Under direct supervision, works and communicates with the general public, internal customers and/or external customers to provide information and services targeted to meet customer expectations.

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

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.