



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

**Emergency  
Preparedness  
Program Assistant**

---

**SALARY:** \$22,105.00 - \$26,587.52 Annually

**OPENING DATE:** 11/05/18

**CLOSING DATE:** 11/19/18 11:59 PM

**DESCRIPTION:**

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

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

**Position:** 00031349

**\*\*All qualified applicants will be considered, but may not necessarily receive an interview\*\***

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.

**JOB RESPONSIBILITIES:**

Under general supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the general supervision of a clerical or administrative supervisor.

The program assistant provides support for fellow team members in the Emergency Preparedness Section. These support requirements include plan updates and revision, scheduling of Telehealth activities, maintenance of National Incident Management System (NIMS) compliance for district employees, maintenance of the EP 5-year training and exercise plan, entering data on SharePoint, and the need to document all training and exercise activities to meet Homeland Security Exercise and Evaluation Program (HSEEP), and CDC medical countermeasures requirements. Additionally, the program assistant documents expenditures and maintains section property accountability records, using the ICAM system, for operational support and audits. The program assistant will also provide administrative support to the Medical Reserve Corps (MRC), and may be called upon to provide preparedness assistance to internal and external partners.

**MINIMUM QUALIFICATIONS:**

High School diploma or GED AND Two years of general office or administrative experience.

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in a public health, or emergency management related field.
- Excellent written and verbal communications skills.

- Must be familiar with Outlook.
- Must be able to attend meetings to represent the section, and take comprehensive notes.
- Must be able to multi-task and work with little supervision.

### **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).