



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

BCCP Client Navigator

Georgia Department of Public Health

SALARY: \$27,500.00 - \$34,000.00 Annually

OPENING DATE: 04/29/19

CLOSING DATE: Open Until Filled

DESCRIPTION:

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

Recruitment: This position is open to all qualified applicants

Pay Grade: F

District 2 Public Health 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.

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.

This position conducts community-based outreach and public education to recruit and promote cancer screening in geographic assignment of 13 counties for the BCCP program. BCCP is the state Breast and Cervical Cancer Early Detection Program, part of the CDC Breast and Cervical Cancer Early Detection Program.

Come join the team that's changing the face of public health. We are improving the health of Georgia one community at a time. 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 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 broad supervision, provides a broad range of social services to patients/clients/consumers and their families. Conducts patient/client/consumer intakes, participates in treatment team planning, and performs crisis intervention. Assists in dealing with personal and social problems. May provide supportive counseling to consumers and families and/or serve as a liaison for social services. May perform case management duties. Performs lead worker functions. *Travel, including some evening and weekend work required.*

- Implement community-based outreach and public education to recruit and promote cancer screening in geographic assignment.
- Develop and maintain a network of community resources
- Recruit BCCP eligible women ages 40-64 for breast and 21-64 for cervical cancer screening, with an emphasis on never/rarely screened women.
- Recruit BCCP eligible women from priority populations, including African American, Hispanic and Latino populations, as indicated by community demographics.
- Implement evidence-based strategies to educate women about breast, cervical and colorectal cancers that will lead to screenings and assist in the assessment of their effectiveness.
- Work closely and support BCCP nurses at health department clinics to provide timely follow up of abnormal results and annual reminders to BCCP clients

- Communicate timely and effectively regarding BCCP client's progress to BCCP nurse or a as directed
- Assist clients in coordinating and rescheduling appointments, make reminder calls/letters, assist with interpretation (when necessary), and or provide emotional support to BCCP clients
- Assist clients to eliminate barriers to screening, make appropriate referrals and refer issues to the proper BCCP health department staff.
- Complete client intake logs, monthly activity reports, and other reports as required in a complete, accurate, timely and efficient manner.
- Recruit, develop, retain and recognize volunteers and community partners in support of recruitment/outreach action plans.
- Maintain high standard of professionalism and customer service.
- Establish positive working relationships with BCCP district and health department staff as well as within the community.
- Foster a positive work environment.
- Perform other related work as required.
- Proactively and assertively addresses issues as they arise.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a social services related field from an accredited college or university AND One (1) year experience in a social services related field OR High school diploma **OR** GED AND Three (3) years experience in a social services related position **OR** One (1) year at the lower level (SST011) or position equivalent.

PREFERRED QUALIFICATIONS:

- Experience in community-based health education and health promotion.
- Verbal and written fluency in Spanish language.
- Spanish/English medical interpreter certification a plus.
- Excellent written and verbal communication, presentation, and interpersonal skills.
- Able to work successfully in a diverse team environment.
- Able to cultivate relationships including mobilization of a diverse population of community leaders and volunteers.
- Demonstrated ability in handling multiple priorities and projects
- Utilize available technology to perform position responsibilities
- Provide effective verbal and written communication skills and demonstrate ability to work with others.
- Provide high quality customer service, both internally and externally.
- Complete work in a timely and efficient manner and ensure work is accurate.

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. All qualified applicants will be considered but may not necessarily receive an interview. This position is subject to close at any time once a satisfactory applicant pool has been identified. Notifications will be sent only to applicants who are selected for interviews. Applications must include an email address and daytime phone number where applicant can be reached. Incomplete applications may not be considered.

Pre-employment criminal records check (fingerprinting) is required.

As an employee of D2PH, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

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.

The use of wellness breaks during the workday is authorized to support this philosophy and assist employees in meeting their wellness goals. A maximum of 30 minutes in a given workday may be used to engage in wellness activities, generally in the form of two 15-minute breaks or one 30-minute break.

For more information regarding employment with District 2 Public Health please visit our website at www.phdistrict2.org