



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

Health Aide Supervisor

Georgia Department of Public Health

SALARY: \$28,000.00 - \$33,000.00 Annually

OPENING DATE: 05/01/19

CLOSING DATE: Open Until Filled

DESCRIPTION:

Location: Hall County Health Department, 1290 Athens Street, Gainesville, GA 30507

Recruitment: This position is open to all qualified applicants

Pay Grade: E

Position: 00164632

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 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.

In addition to a competitive salary, we offer numerous paid training opportunities; flexible schedules; student loan forgiveness; and a generous benefits package that includes an employee retirement plan; deferred compensation; 12 paid holidays; 15 paid vacation and 15 paid sick leave days per year; and dental, vision, long-term care, and life insurance.

JOB RESPONSIBILITIES:

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides basic patient care and works with patients/clients to develop daily living skills. May take vital signs and perform other related medical procedures under the direction of nursing staff.

- Interprets for MD's, nurse midwives, ultra sound staff, Diabetic Educator and health department staff
- Interprets throughout the health department as needed
- Schedules staff for providers
- Supervises 6 staff members
- Prints schedules
- Prepares MRF's and PMF's
- Conducts interviews new staff members
- Serves as a team leader
- Sends all hospital consents for C-Section and Tubal Ligations to NGHS L&D charge nurse
- Prepares room for patients
- Prepares patient for procedures
- Calls patients to rooms
- Assist providers as needed with procedures
- Assists patients with navigation of the health department offices
- Obtains lab reports from each lab and have ready for providers
- Calls patients as requested by provider
- Makes reminder phone calls to patients
- Delivers charge tickets to Fee's
- Scans documents as needed
- Closes OB records in VHN
- Retrieves OB delivery summaries

- Answers phone calls
- Tracks follow-up appointments
- Cross trained to WH lab
- Direct observational therapy as needed
- Meets with all new OB patients
- Assists with HIV counseling and testing
- Other duties as assigned

MINIMUM QUALIFICATIONS:

High school diploma or GED AND Two years of experience in a related field OR One year of experience at the lower level Health Aide 3 (HCS022) or position equivalent.

PREFERRED QUALIFICATIONS:

- Written and oral proficiency in English and Spanish
- Experience with Visual Health Net (VHN)
- Experience with Epic
- Experience working with OB/GYN's, Midwives, ultrasound tech's and Diabetic Educators
- Experience with NST for OB patients
- Certified for HIV Counseling and Testing
- Experience with the BCCP program

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 drug screen and criminal records check (fingerprinting) are 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