



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

Administrative Support III

Georgia Department of Public Health

SALARY: \$23,966.00-\$27,800.00 Annually

OPENING DATE: 09/20/19

CLOSING DATE: 10/04/19 11:59 PM

DESCRIPTION:

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

Recruitment: This position is open to all qualified applicants

Pay Grade: E

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.

Ryan White is a Federal program that provides outpatient medical services for adults who have been diagnosed with HIV/AIDS.

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, 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.

- Scanning and data entry of lab results into VHN (Electronic Health Record System) and CAREWare (National Database).
- Assist in reconciling laboratory invoices for payment by verifying patient information and tests performed.
- Assist in the tracking and management of patient medical records.
- Complete required assessments for current and newly diagnosed HIV-positive patients to link them to appropriate medical and supportive care.
- Track noncompliant and out of care patients to identify and address potential and/or existing barriers to engagement in medical care.
- Assist patients in obtaining health insurance coverage.
- Participate on Ryan White Program committees as needed- such as Quality Improvement, Administrative and Medical Audits, and Patient Care.
- Work as an integral part of the interdisciplinary team to improve all health outcomes to include viral load suppression.
- Document and track all work done for patients in Electronic Health Record System and CAREWare database.
- Protect patient rights by maintaining confidentiality of personal and financial information.

- Maintain operations by following policies and procedures, report needed changes.
- Assist in the completion of program reports.
- Contribute to team effort by accomplishing related results as needed. Other duties as assigned.

MINIMUM QUALIFICATIONS:

High School diploma or GED AND Four years of progressively difficult office or administrative experience.

PREFERRED QUALIFICATIONS:

- Ability to work with and have compassion for patients from a wide range socio-economic backgrounds.
- Written and oral proficiency in English and Spanish.
- Ability to handle fast paced environment and prioritize tasks based on importance.
- Multi-tasking, flexibility, telephone skills, customer service, time management, organization, attention to detail, scheduling, word processing, professionalism.
- Intermediate knowledge of Microsoft Office and Electronic Health Records System.
- Excellent communication and problem-solving skills.

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.

Georgia Department of Public Health Commissioner and leaders encourages all employees to engage in regular wellness activities and to make lifestyle choices that promote health and well-being.

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.

The candidate selected for this position may be subject to pre-employment drug screening and a criminal records check (fingerprinting). In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing.

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.

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.

District 2 Public Health is an Equal Opportunity Employer.

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