



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

**Emergency  
Preparedness  
Program Assistant**

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**SALARY:** \$22,600.00 - \$26,587.52 Annually

**OPENING DATE:** 02/12/20

**CLOSING DATE:** 02/27/20 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\*\***

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.

The Emergency Preparedness section is responsible for leading public health in planning, training and conducting exercises for emergencies, accidents, and terrorism events that may impact residents. Preparedness is an extension of the mission of public health and addresses many of the same problems but, at times may deal with extraordinary circumstances. We will work with other agencies in policy decisions and actions, provide disease surveillance, provide information about the event to the media and the public, communicate with other health care providers and state laboratory, and provide preventive medicines if needed.

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 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.

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](http://www.phdistrict2.org).