



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

## **District Women's Health Coordinator**

**SALARY:** \$60,000.00 - \$81,043.76 Annually

**OPENING DATE:** 02/18/20

**CLOSING DATE:** 03/03/20 11:59 pm

### **DESCRIPTION:**

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

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

**Pay Grade:** M

**Position:** 00173582

**COPIES OF TRANSCRIPTS AND CREDENTIALS ARE TO BE SUBMITTED WITH APPLICATION  
(originals are only needed for those contacted for an interview):**

District 2 Regional Office  
1280 Athens Street  
Gainesville, GA 30507

**Attention: Human Resources**

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.

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:**

Supervises and plans work of assigned staff. Provides professional nursing care in accordance with nurse protocols, policies and/or procedures. Focuses on the prevention of illness, injury, or disability, the promotion of health and maintenance of the health of populations. Cares for population with special needs during disasters/emergencies and biological and chemical protocols.

- Implement the Family Planning (FP) and Breast & Cervical Cancer program (BCCP) per the Department of Public Health program annexes and manuals
  - Family Planning
    - Assure adherence to all current DPH Standard Nurse Protocols for Women's Health, DPH Women's Health Services Manual, and DPH QA/QI Public Health Nursing Manual
    - Increase access to family planning services for adolescents

- Ensure eligible patients are provided comprehensive family planning services and have access to all available methods of contraception including LARCs (Long-Acting Reversible Contraception)
- Increase LARC awareness and utilization in district service area
- Breast & Cervical Cancer Program
  - Assure adherence to guidelines established in the Georgia Breast and Cervical Cancer Program manual
  - Provide women's health education about breast and cervical cancer screening, tobacco use, and colorectal cancer screening
  - Assure all participating mammography centers are FDA-accredited facilities and all participating laboratories meet the Clinical Laboratory Improvement Act regulations
  - Ensured monthly data submission is completed timely and sent to state program office with minimal to no errors
- Oversee program budgets, work with accounting staff to assure budgets are dispersed appropriately, and approve purchase orders to ensure funds are used accordingly
- Complete programmatic work plans and reports and submit to state program office as directed
- Supervise and plan work of three Women's Health staff and three traveling Nurse Practitioners.
- Provide professional nursing care in accordance with nurse protocols, policies and/or procedures.
- Provide nursing oversight, management, consultation, and coordination to assure deliverables of the programs are met and to assure quality services and patient care.
- Approve monthly timesheets for county staff for reimbursement
- Participate in meetings, trainings, conference calls, and site visits as required by the DPH Office of Women's Health.
- Serve on District Quality Assurance and Quality Improvement audit team: site visits, assure completion of required trainings for all nurse staff providing services, conduct record reviews,
- Focus on the prevention of illness, injury, or disability, the promotion of health and maintenance of the health of populations.
- Care for population with special needs during disasters/emergencies and biological and chemical protocols.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Nursing from an accredited college or university AND Two years of PHN experience AND Current Georgia Registered Professional Nurse license AND CPR certification OR Associate's degree/diploma in Nursing from an accredited college AND Three years of PHN experience AND Completion of a PHN course within one year of hire AND Current Georgia Registered Professional Nurse license AND CPR certification.

## **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).