



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

BCCP Coordinator

SALARY: \$38,926.79 - \$47,685.32 Annually

OPENING DATE: 03/23/20

CLOSING DATE: 04/06/20 11:59 PM

DESCRIPTION:

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

Recruitment: This position is open to all qualified applicants

Pay Grade: H

Position: 00149506

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 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:

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides assistance to public health nurses and county programs. Provides general direct nursing care. Care includes providing medical treatments, administering medication and giving injections. Assigned to specific clinical duties within the scope of an LPN practice in public health.

Provides professional nursing 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 Breast & Cervical Cancer Program (BCCP) per the Department of Public Health program annexes and manuals
 - Breast & Cervical Cancer Program
 - Assure adherence to guidelines established in the Georgia Breast and Cervical Cancer Program manual
 - Assure all participating mammography centers are FDA-accredited facilities and all participating laboratories meet the Clinical Laboratory Improvement Act regulations
 - Supervise BCCP Patient Navigator
 - Provide clinical support to health departments when needed
 - Complete programmatic quarterly work plans, reports, and monthly data submission and submit to state program office as directed

- Provide nursing oversight, management, consultation, and coordination to assure deliverables of the programs are met and to assure quality services and patient care
- Provide clinical support to the District Immunization Coordinator through participation in immunization outreach clinics, immunization initiatives, and promotion of HPV vaccination
- Assist Women's Health Coordinator in the management of program budgets, work with accounting staff to assure budgets are dispersed appropriately, and approve purchase orders to ensure funds are used accordingly
- Participate in meetings, trainings, conference calls, and site visits as required

MINIMUM QUALIFICATIONS:

Vocational/Technical degree in licensed practical nursing from an accredited college AND Five years of LPN public health experience, Two years of which in a lead or supervisory role AND current Georgia license to practice as a Licensed Practical Nurse AND CPR certification.

PREFERRED 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. 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.