



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

Non-Clinical Case Manager

SALARY: \$22,519.63 - \$38,283.27 Annually

OPENING DATE: 10/20/20

CLOSING DATE: 11/03/20 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: F

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.

The Ryan White Program at District 2 Public Health provides outpatient medical and supportive services to uninsured and underinsured adults who have been diagnosed with HIV/AIDS in North Georgia (covers 13 counties). We're looking for a professional who believes that patients should be treated as people rather than numbers in a file, and who understands the value of compassionate service. The job includes significant amounts of multi-tasking, but the ideal candidate will know when to slow down, look patients in the eye and provide personalized service. There are multiple advancement opportunities for the successful applicant.

JOB RESPONSIBILITIES:

Under broad supervision, provides a broad range of social services to patients/clients/consumers and their families. Conducts patient/client/consumer intakes, participates in treatment team planning, and performs crisis intervention. Assists in dealing with personal and social problems. May provide supportive counseling to consumers and families and/or serve as a liaison for social services. May perform case management duties. Performs lead worker functions.

- Provide in-clinic case management for clients enrolled in the Ryan White Program to address their health, financial, housing, nutritional, and supportive needs.
- Complete Individualized Service Plans and Acuity Scales for over 280 clients.
- Assist in program enrollment, provide community linkages, conduct basic needs assessments, participate in treatment team planning, and find/or offer assistance for clients when warranted/qualified.
- Document and track case-management work using an Electronic Health Records (EHR) system and CAREWare database.
- Assist in dealing with personal and social problems for over 280 clients annually.
- May provide supportive counseling to clients and families. Help patients in distress by responding to emergencies.
- Assist with ADAP, HICP, PAP paperwork completion.
- 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:

Bachelor's degree in a social services related field from an accredited college or university AND One year experience in a social services related field OR High school diploma or GED AND Three years experience in a social services related position OR One year at the lower level (SST011) or position equivalent.

Preferred Qualification:

Fluent in Spanish (speaking, reading, writing).

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 criminal records check (fingerprinting) is 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