



**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: 11/25/20

CLOSING DATE: Continuous

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

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:

Under limited supervision manages the programs, staff, clinical services and fiscal processes of a local public health department. Identifies community partners, providers and agencies and develops relationships to further public health efforts in the community.

Supervise and plan work of assigned staff. Provide professional nursing case 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 the Breast & Cervical Cancer Program (BCCP) in accordance to program annexes and manuals
- Assure adherence to all current DPH Standard Nurse Protocols for Women's Health, DPH Women's Health Services Manual, DPH QA/QI Public Health Nursing Manual, Georgia Breast and Cervical Cancer Program manual, and District Policies and Procedures
- Provide nursing oversight, management, consultation, and coordination to assure deliverables of the programs are met and to assure quality services and patient care
- Provide initial and annual training for nurses providing Women's Health services
- Complete programmatic work plans and reports and submit to state program office

- Serve on the District Quality Assurance and Quality Improvement audit team
- Maintain certifications, trainings, and clinical practice to ensure readiness in providing clinical coverage for Women's Health services within the district when needed such as LARCs consultation, insertion, and removal and breast and cervical cancer screenings
- Oversee program budgets, work with accounting staff to assure budgets are dispersed appropriately, and approve purchase orders to ensure funds are used accordingly
- Approve monthly timesheets for county staff for reimbursement
- Participate in meetings, trainings, conference calls, and site visits

Travel is required to offer clinic coverage within the district, to conduct site visits and observations, and to provide trainings and other technical assistance as needed.

Complete required trainings as outlined in DPH QA/QI Manual and Women's Health protocol or provide documentation of completed trainings within 30 days of hire. Complete a clinical observation with satisfactory results within 60 days of hire.

PREFERRED QUALIFICATIONS:

- Experience working as an expanded role RN in public health with emphasis in providing Women's Health services
- Experience managing highly regulated federal and/or state funded program budgets
- Experience preparing programmatic expenditure plans with a focus on outcome goals
- Experience working with Harris Coordinated Care Solutions Visual Health Net or other electronic health/medical records
- Knowledgeable about the 340B Drug Pricing Program

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 in nursing from an accredited college or university 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. 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