



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

Ryan White Program Coordinator

SALARY: Depends on Qualifications

OPENING DATE: 04/08/21

CLOSING DATE: 04/22/21 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: L

Position: 00001518

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:

Provides general assistance to plan, organize, direct and coordinate the delivery of health services. Provides general assistance to develop and implement related policies and procedures. Monitors and evaluates healthcare programs. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have large scope of responsibility within agency.

- Plan, organize, direct and coordinate the delivery of health services to people living with HIV/AIDS.
- Oversees the development and implementation of related policies and procedures.
- Monitors and evaluates various health services.
- Manages State and Federal grants, completes competitive and non-competitive Request for Proposals (RFP), and completes corresponding quarterly and annual reports.
- Develops and manages program budgets and expenditures based on funding guidelines.
- Assures all deliverables are met in accordance with the Ryan White Part B and C programmatic annexes and master agreement.
- Conducts programmatic data management, analysis, and reporting.

- Provides guidance for clinical and non-clinical quality management activities.
- Oversees ongoing Clinical Quality Improvement projects and Quality Management Plan.
- Prepares, negotiates, and implements contracts for referral and specialty services.
- Organizes quarterly consortium meetings.
- Leads program staff to monitor daily clinic schedule for missed appointments and medical adherence (non-compliance).
- Directs subordinate supervisors and staff.
- Consults with infectious disease and primary care physicians as needed to address patient needs and concerns.
- Develops and updates Individual Service Plans (ISPs) and Acuity Scales at least every 6 months as needed.
- Initiates and completes Medical/Psychosocial referrals as needed.
- Completes new and re-enrolling client intakes to facilitate linkage to care as needed.
- Uses CAREWare and VHN (electronic health records system) to document all medical and supportive services.
- Attends job related conferences and seminars.
- Performs other duties as necessary.

MINIMUM QUALIFICATIONS:

Doctorate degree in a related field from an accredited college or university AND One year of management/supervisory experience in health care services OR Two years at the lower level or position equivalent (HCM010) OR Master's degree in a related field from an accredited college or university AND Two years of management/supervisory experience in health care services OR Bachelor's degree in a related field from an accredited college or university AND Three years of management/supervisory experience in health care services. Note: Some positions may require certification and/or licensure.

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.