



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

Babies Can't Wait Coordinator / Early Intervention Coordinator

SALARY: \$51,909.00 - \$54,504.45 Annually

OPENING DATE: 06/07/21

CLOSING DATE: 06/21/21 11:59 PM

DESCRIPTION:

Location: District 2 Public Health Children With Special Needs / Babies Can't Wait, 440
Prior Street SE, Gainesville, GA 30501

Recruitment: This position is open to all qualified applicants

Pay Grade: L

Requisition: 2021-01033

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 technical assistance and training within a health care specialty. Plans, directs, and implements a specialty program. Evaluates programs for compliance with state and/or federal guidelines.

- Overall Program Administration of early intervention program for District 2, which is a 13-county area. Plans and assists to develop and implement related policies and procedures. Assists to plan, organize, direct and coordinate the delivery of health services. Monitors and evaluates healthcare programs.
- Researches, recommends and supports implementation of best practices and assists with developing policies, procedures, protocols and guidelines for the program
- Oversee budget of Early Intervention program on local level, as well as monitor at State level.
- Responsible for the interviewing, contracting and recommendation of hiring for all staff and contractual staff. Supervise, provide training, orientation, coaching and technical assistance to all Babies Can't Wait

staff, which includes two full time clerical positions, two full time clinical positions and over 100 contractual staff, i.e., Service Coordinators, Special Instructors, Speech-Language Pathologists, Occupational and Physical Therapists. Depending on the need, staff has also included one part-time temporary worker and one part-time contractual position.

- Evaluates programs for compliance with state and/or federal guidelines. Responsible for quality assurance (review and approval) of IFSP paperwork for District 2- a 13 county area (initial, annual, 6 month reviews, revisions, transitions and discharges)
- Supervise, attend and serve as liaison of all District 2 Babies Can't Wait Primary Service Provider team meetings and enter team participant attendance into BIBS
- Conduct determination of eligibility evaluations, which requires training and knowledge of implementation of a standardize tool, in absence of second discipline. Review and sign off for approval of all developmental evaluations and enter authorizations for providers into BIBS.
- Execution of contracts on District level for over 120 contractual staff members, which includes Service Coordinators, Special Instructors, Speech-Language Pathologists, Occupational and Physical Therapists.
- Read and audit monthly case coordination notes and vouchers of service coordinators, including conducting financial audits of contracted providers and service coordinators
- Take new referrals for Children's 1st as needed and assign new referrals for the Babies Can't Wait program for a 13-county area
- Develop training and orientation materials for new contractors and update programmatic training and orientation materials when new information comes out
- Collaborates with Department of Educations (DOE), Department of Early Care and Learning (DECAL), Georgia Pines, Heads Start (including Early Head Start) and other Department of Public Health programs
- Responsible for reviewing and interpreting state and federal regulations related to the program. Conduct State and Federal compliance reviews (APRs) and weekly, monthly, quarterly and yearly reports as required by the state office, as well as monthly provider usage reports
- LICC liaison - plans and facilitates quarterly LICC functions, with CEU approval. Participate in community events/health fairs and State/Local ICC
- Conduct *Child Find* within District 2 – a 13 county area, as well as collaborate with Parent2Parent for community activities
- Monitoring of BIBS for Quality Assurance and Compliance, including timelines, meetings not final, unscheduled meetings and transition meeting delay to ensure compliance of polices and standards
- Research and assist contractual providers with billing issues and assist providers in billing manually as needed/SSPR's

MINIMUM QUALIFICATIONS:

Master's degree in a related field from an accredited college or university AND Three years of experience performing work related to area of assignment, One year of which in a supervisory role OR Bachelor's degree in a related field from an accredited college or university AND Five years of experience performing work related to area of assignment, Two of which were in a supervisory role OR One year at the lower level (HCP092) or position equivalent. Note: Some positions may require licensure.

Preferred Qualifications:

- Georgia license in Social Work (LMSW, LCSW), Professional Counseling (LPC), LMFT, BSN Registered Professional Nurse (RN), PT, OT, SLP; OR
- At least one (1) year of experience as a Babies Can't Wait/Early Intervention Program Coordinator; OR
- Master's degree in child development, early childhood education, early childhood special education or special education, and two years of experience providing service to or teaching children with disabilities (birth-6); OR
- Two (2) years professional experience providing comprehensive in-home assessments and service to children and families and/or in the administration of a service delivery program for children and families or in the administration of a service delivery program for children and families or children's health.
- Must be willing to travel.

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