



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

**District
Immunization
Coordinator**

SALARY: \$36,465.00 - \$47,101.41 Annually

OPENING DATE: 03/12/20

CLOSING DATE: 03/26/20 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: J

Position: 00001715

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.

The District 2 Immunization Program works to increase immunization rates for all Georgians and decrease the incidence of vaccine-preventable diseases through collaboration with public and private providers, advocacy groups, and other stakeholders.

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 general supervision, 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. Serves as a team leader.

- Work with the Georgia Immunization Program (GIP) to perform immunization programmatic activities and ensure all information and communications from GIP are disseminated to all public health clinics in district's service area
- Actively promote the importance of immunizations, including special promotional activities for CDC-recognized national campaigns, and expand knowledge of immunizations throughout the community
- Collaborate with other District 2 Programs to provide immunization services to their clients
- Ensure public health clinics are in compliance with GIP guidelines, VFC Provider Agreement, and other state and/or federal guidelines by providing training, timely dissemination of materials and programmatic updates, performing quality assurance audits, etc.
- Ensure immunization assessments are conducted at all childcare, kindergarten, and seventh grade programs in the public and private sectors in district's service area

- Develop partnerships and serve as the subject matter expert for immunization related questions and activities
- Perform case management activities for the Georgia Perinatal Hepatitis B Prevention Program for clients in district's service area
- Participate in vaccine-preventable disease (VPD) case management and outbreak activities as needed

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related field and three years of experience performing work related to area of assignment OR Master's degree in a related field and one year experience performing work related to area of assignment OR Seven years of experience performing work related to area of assignment. *Note: Some positions may require licensure.*

PREFERRED QUALIFICATIONS:

Knowledge of current Advisory Committee on Immunization Practices (ACIP) Immunization Recommendations and Schedules

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.