

JOB ANNOUNCEMENT

Hourly Clerical Service Worker Children and Youth with Special Healthcare Needs

(unclassified position)

Posted: September 5, 2018

Deadline/Closing: Until Filled

Location: District Office/ **temp located at Gwinnett Environmental Health**

Salary: \$11.50 per hour/29 max hours per week

Paygrade: TPW

Position Number: 00161068

Position open to: All qualified applicants



Job Summary:

Under general supervision, the applicant must perform various administrative duties including answering phones; and receive and process referrals to the District Children and Youth with Special Healthcare Needs Programs as directed. The applicant will maintain and update client data using manual and electronic systems; collect data from a variety of sources; file; and perform other administrative duties as needed.

Minimum Qualifications:

High school diploma or GED and two years of related experience, OR one year at the lower level (GSS031), OR Two years of college or Associate degree.

Preferred Qualifications:

Experience and/or knowledge of programs offered by Public Health. Experience working in a clinic or office setting. Proficient in Microsoft Office Suite Products including Word, PowerPoint, and Excel. Ability to speak Spanish is preferred. High attention to detail and data entry accuracy.

Instructions to Apply:

Applications found on www.gnrhealth.com Career page tab- EMAIL, FAX or MAIL a completed application* to:

Kimberly Pickens - HR
Gwinnett, Newton, & Rockdale County Health Departments
PO BOX 897
Lawrenceville, GA 30046

Fax # 770-277-2089

kimberly.pickens@gnrhealth.com

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at
www.gnrhealth.com

* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE

An Equal Opportunity Employer

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks