

JOB ANNOUNCEMENT

Training & Developmental Specialist 1

(unclassified position)

Posted: August 29th, 2019

Deadline/Closing: September 12th, 2019

Location: District Office-WIC

Salary: \$30,000

Paygrade: G

Position Number: 00179318

Position open to: All qualified applicants



Job Summary:

Under general supervision, applicant will perform duties related to the WIC program and provide guidance and training, assistance, support to clinic staff, and training to clients and others within organization; maintain and update client data using manual and electronic systems; collect data from a variety of sources; and perform other administrative duties as needed. May supervise other employees indirectly. Applicant will support District Unit staff in operations and training as needed.

Minimum Qualifications:

High school diploma or GED and ONE year of experience in a support role providing coaching, mentoring, or related job duties and knowledge of functional business area where training is to be provided.

Preferred Qualifications:

2+ years of specific WIC program experience. Education equivalent to an associate's degree OR 2 years of experience working in a clinic or office setting using computer information technology such as Microsoft Office and the internet. Experience and/or knowledge of programs offered by Public Health.

We Offer:

12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

Instructions to Apply:

EMAIL, FAX or MAIL a completed application* to:

Katie Bowles - HR
Gwinnett, Newton, & Rockdale County Health Departments
PO BOX 897

Lawrenceville, GA 30046

Fax # 770-277-2089

katie.bowles@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