

JOB ANNOUNCEMENT

Direct Observed Therapy Worker

Customer Service Rep 1

(unclassified position)

Posted: June 21, 2021

Deadline/Closing: Open Until Filled

Location: Preventive Health Clinic

Salary: \$25,000.08

Paygrade: F

Position Number: 00186790

Position open to: All qualified applicants



Job Summary:

Under general supervision of the TB Program manager, duties include providing directly observed therapy (DOT) of TB cases/suspects primarily in the field; assisting with contact investigations and TB screenings as directed; assisting in clinic operations.

Minimum Qualifications:

High school diploma or GED AND six months of experience handling customer's questions, complaints and/or providing information.

3 Year Motor Vehicle Report must be submitted with application.

Motor Vehicle Report must contain less than 3 violations in the past 3 years.

Preferred Qualifications:

Patient interaction experience. Multilingual.

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