

JOB ANNOUNCEMENT

Healthcare Coalition Facilitator

Healthcare Program Consultant 2

(unclassified position)

Posted: June 7th, 2021

Deadline/Closing: June 21st, 2021

Location: Emergency Preparedness-District Office

Salary: \$47,101.41

Paygrade: J

Position Number: 00196323

Position open to: All qualified applicants



Job Summary: This position will serve as a Healthcare Coalition Facilitator for Region D (Metro Atlanta) Healthcare Coalition. Develop and maintain relationships to all healthcare, emergency management, first responder, and volunteer organizations within the Gwinnett, Newton, and Rockdale County Health District as well as neighboring Public Health Districts, and to the State Department of Public Health. Job functions will also include but are not limited to maintaining Healthcare Coalition budgets and inventory; conducting training and exercises within the coalition, ensuring all federal grant requirements are achieved, coalition documentation and reporting, attending local, regional, state, and national trainings, exercises, and conferences, and assisting in the response to all local and regional emergency events. Will require some travel (including overnight) within the district, state, and occasionally out of state. This position may also require working some evenings and weekends due to special events and disaster response. Maintains HIPAA standards related to Privacy and Security and provides exceptional customer service.

Minimum Qualifications: Master's degree in a related field from an accredited college or university AND One year of experience performing work related to area of assignment OR Bachelor's degree in a related field from an accredited college or university AND Three years of 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.

**3 Year Motor Vehicle Report and
Copy of Official College Transcript must be submitted with application.**

Preferred Qualifications: At least two years of experience in public health, healthcare emergency preparedness, or emergency management. Degree in Nursing as well as experience as a Registered Nurse. Experience in successfully developing and maintaining community partnerships. Experience in project management or program administration. Working knowledge of the National Incident Management System and the Incident Command System. Experience in Volunteer Administration. Excellent oral and written communication skills. Experience in public speaking. Excellent organizational and planning skills.

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