JOB ANNOUNCEMENT

EHE Manager
Communicable Disease Specialist Supervisor
(unclassified position)
Posted: November 23rd, 2021
Deadline/Closing: Open Until Filled
Location: HIV/STD Clinic
Salary: $37,400-$51,811 (Based on Experience)
Paygrade: K
Position Number: NEW
Position open to: All qualified applicants

Job Summary: The Gwinnett, Newton and Rockdale County Health Department is seeking a qualified candidate who will serve as the Ending the HIV Epidemic (EHE) Manager for the District HIV Prevention Program. The incumbent will be responsible for managing programmatic functionality, ensuring the implementation of program deliverables; overseeing the timely completion of staff disease intervention functions to prevent and control HIV/STDs; budget management and ensuring timely reporting; coordinating and planning HIV outreach events, and establishing and maintaining community partnerships with the goal of increasing HIV testing, prevention services and education in the community. This position will work as part of a collaborative HIV Prevention and Infectious disease team as we work toward HIV elimination goals as outlined in the EHE initiatives.

Work Conditions & Physical Demands: This position may require travel to sites outside the agency. Therefore, reliable transportation is required. A three-year motor vehicle report and a GA driver's license is required.

Minimum Qualifications: Bachelor's degree from an accredited college or university AND Two years of related experience OR Associate's degree from an accredited college or university AND Four years of experience in a related area OR Six years of experience in a medical related field OR Licensure as a registered nurse AND Three years of nursing experience OR One year of experience at the lower level Communicable Disease Spec 3 (HCP082) or position equivalent

3 Year Motor Vehicle Report and
Copy of Official College Transcript must be submitted *with* application.
Motor Vehicle Report must contain less than 3 violations in the past 3 years.

Preferred Qualifications: Experience with program management, including budgeting and reporting. Experience with HIV case management, including performing partner services and linkage to care for HIV positive clients. Experience collaborating and developing partnerships with community based organizations. Experience establishing and participating in outreach functionality. Experience supervising/managing staff. Experience creating/delivering presentations. Excellent verbal and written communication 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 l Fingerprint Criminal Record Investigation l Reference Checks