



# We're hiring.

## Customer Service Rep 1

DISTRICT IMMUNIZATIONS PROGRAM, 2570 RIVERSIDE PKWY. LAWRENCEVILLE, GA. 30046

The position is open to all qualified applicants

Date posted | October 20<sup>th</sup>, 2022

Application Deadline | Open Until Filled

Position Number(s) | 00013285

Position type | Unclassified

Salary | \$35,000

Paygrade | F

### Job Summary

GNR Public Health is seeking a qualified candidate to join our Immunization Program as an Immunization Program Associate. The incumbent will operate as a part of a collaborative team to support overall immunization program functionality for Gwinnett, Newton and Rockdale Counties. Job responsibilities will include conducting school and childcare facility immunization documentation audits in accordance with GNR and DPH standards; assisting in the preparation and submission of required programmatic reports; providing outreach and community driven functionality in support of program requirements; assisting with immunization functions in clinic and outreach settings; and performing other duties as assigned to meet program and organizational needs. This position is an Immunization Program grant funded position.

### Qualifications

#### Minimum

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

#### Preferred

1 year of experience with the GA Immunization requirements and the recommended Immunization schedule. 1 year experience working in VHN electronic health records and/or in GRITS. Experience conducting immunization audits. Two years in a role where providing excellent customer service was a primary responsibility. At least one year experience using MS Excel, Word, and Outlook.

**Make a difference in the health of your community and get great benefits, too.**

## Apply today.

1. Download an application at [www.gnrhealth.com](http://www.gnrhealth.com).
2. Email, fax or mail your completed application:

Attn: Katie Bowles, Human Resources  
GNR Public Health  
2570 Riverside Parkway, Lawrenceville, GA 30046  
Katie.Bowles@gnrhealth.com or Fax 888-883-5187

#### Benefits package includes

- 13 paid holidays
- Three weeks annual leave per year
- Three weeks sick leave per year
- Defined benefit retirement plan, life insurance, and payroll deductible health & flexible benefits including dental, vision, long-term care, dependent life, AD&D, and short- and long-term disability
- Medical and child care spending accounts in addition to deferred compensation accounts

GNR Public Health does not accept resumes without a fully completed employment application. Applications must be received no later than 5:00 p.m. on the application closing date. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications we receive, we are unable to provide information regarding the status of your application over the phone. Application status is not sent to individuals who are not selected for interviews.

**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, and Reference Checks.