



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

WE'RE HIRING Join Our Team

Hourly Social Services Tech.

Children's 1st - Marietta

Position #00216181

Exceptional Benefits Include:

- Exceptional learning and growth opportunities
- Flexibility within our core operating hours of Monday – Friday 8 am – 5 pm
- Employee recognition program
- Worksite Wellness activities
- Diverse workforce

Purpose of the Position: Under general supervision, provides a broad range of paraprofessional social service activities in the Children 1st program. Responsibilities include follow up developmental screening for children enrolled in the Children 1st program; providing monitoring of children enrolled in the Children 1st program and referring those who display developmental delays to the nurse for a complete assessment and referral to the appropriate program. In the event of an emergency situation requiring activation of Cobb & Douglas Public Health, performs duties and responsibilities as assigned. This position works to promote and protect the health and safety of the residents of Cobb and Douglas counties.

Essential Functions (Include, but not limited to):

- Provides customers with respect, courteous and knowledgeable services. Makes appointment reminders, phone calls, and returns phone messages within 24-48 business hours. Attends annual mandatory customer services, trainings and implements knowledge. Always adheres to HIPAA policy keeping client information confidential, safe and secure.
- Screens clients for developmental delays and refers them to the Children 1st nurse for a complete assessment and referral to the appropriate program. Explains and helps them fill out the age appropriate ASQ. Checks client's Medicaid status on Medicaid website. Registers client into the patient information system if needed.

Minimum Qualifications: Bachelor's degree in a social service-related field from an accredited college or university OR High School Diploma or GED AND Two years' experience in a social service-related position OR one year of experience at the lower level Social Services Tech 1 (SST010) or position equivalent.

Preferred Qualifications: Bachelor's degree in social services. Bilingual preferred. Effective oral and written communication skills, maintain discretion and confidentiality, excellent interpersonal skills. Entry to mid-level computer skills in MS Office Work, Excel, and Outlook.

Salary Information: \$15.00 hourly; up to 29 hrs/wk

Applications Accepted: Jan. 3, 2023 – Feb. 3, 2023

Cobb and Douglas Public Health a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is an equal opportunity employer, and does not discriminate based on age, genetics, pregnancy, gender, gender identity or expression, color, disability, national origin, sexual orientation, political affiliation, race or religion.

TO APPLY: In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: www.cdph-ess.com. Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

VOTED ONE OF ATLANTA'S HEALTHIEST EMPLOYERS

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: Natasha.Hart@dph.ga.gov

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.