



Looking for Work
That Matters?

We're Hiring!
Join Our Team.

We are Accepting Applications for the Following Position:
Hourly Public Health Preparedness Volunteer Coordinator
(MRC Program 10309)

Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbpublichealth.com.

POSTING DATE: 10/21/2024

APPLICATION DEADLINE: 11/04/2024

LOCATION: Richardson Health Center

DIVISION/DEPARTMENT: Public Health Preparedness

SALARY INFORMATION: \$20.00 Hourly / Pay Grade TPW / Job Code T6002

DUTIES: Under limited supervision of the Public Health Preparedness Manager, the MRC Program Volunteer Coordinator will: Develop a process for volunteer screening and verification of professional credentials. Create volunteer management process that will include recruitment, engagement, recognition, and retention of volunteers. Develop a volunteer training program that incorporates the MRC Core Competencies. Develop procedures for volunteer activation, utilization, and deactivation. Develop and implement plans and strategies for sustaining the MRC unit. Develop partnerships with local stakeholders, such as local government agencies and community groups. Develop plans for establishing, administering, and sustaining the program. Verify the credentials of members with professional licenses and certifications. Participate in public health, preparedness, and emergency response activities consistent with the programs mission. Develop and enhance partnerships and affiliations with local and community stakeholders. Actively participate in the MRC program network at the local, state, regional, and national levels. Develop mission, goals, and objectives for the MRC program. Integrate the MRC program into local and state plans for public health and emergency response. Evaluate the effectiveness of MRC programs activities, and the performance of MRC volunteers.

MINIMUM QUALIFICATIONS: High school diploma/GED and three (3) years of experience providing educational, training or instructional services in functional area

OR

One (1) year of experience required at the lower-level Training & Dev Spec 2 (GSP121)

PREFERRED QUALIFICATIONS: Teaching or training experience. Experience developing training materials and/or curriculum. Experience in the use of MS Word, Excel, and SharePoint computer application software. Ability to write clear, concise reports, protocols, and procedures. Excellent written and verbal communication, interpersonal and presentation skills. Ability to work as a member of a team and to lead a team. Exceptional time management, organizational, and data interpretation skills

NOTE: Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. 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.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) *If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: jannise.gray1@dph.ga.gov.*

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.