

DeKalb County Board of Health

MRC Volunteer Coordinator

Position # 10712

(Up to 29 hours per week)

POSTED: January 16, 2023

DEADLINE TO APPLY: January 30, 2023

LOCATION: E.L. Richardson Health Center – Emergency Preparedness

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

SALARY INFORMATION: Up to \$17 per hour/Pay Grade G

DUTIES: Under the direct supervision of Manager- Office of Emergency Preparedness with the assistance/guidance of the Emergency Volunteer Resource Coordinator (MRC Unit Leader), performs as the primary administrator/operator of an automated volunteer management software system portal. Work involves learning and managing the volunteer portal's Recruiting and Screening, Database, Scheduling, Reporting, Tracking, Application Forms, and Messaging features. The design of the Volunteer Management automated system must seamlessly integrate and perform the four functions of capability 15; Volunteer Management, Public Health Preparedness Capabilities

MINIMUM QUALIFICATIONS: High school diploma or GED AND completion of 90 quarter hours (60 semester hours) at an accredited college or university OR One year of experience in a customer service setting communicating information OR One year of experience required at the lower level Customer Svc Rep 1 (GST120) or position equivalent.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants with experience in basic project management/planning and advanced technical writing skills; two or more years in a first responder field, Fire Fighter, Law Enforcement or Emergency Medical Services (EMS); advance proficiency in MS word, Excel, and PowerPoint; Knowledge of the Incident Command System (ICS) and Homeland Security Exercise and Evaluation Program (HSEEP) training. Experience working with agencies in the community at local, state and federal levels is also preferred.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified



ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov

(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

Michelle.Raines@dph.ga.gov