

Looking for Work That Matters?

We're Hiring! Join Our Team.



We are Accepting Applications for the Following Position: **Oral Health Program Manager (10209)**

Founded in the 1920s and headquartered in Decatur, GA, the DeKalb County Board of Health 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 dekalbhealth.net.

POSTING DATE: 09/08/2023

APPLICATION DEADLINE: 09/29/2023

EXCEPTIONAL BENEFITS INCLUDE:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

LOCATION: T.O. Vinson

DIVISION/DEPARTMENT: Community Health /HAP/Oral Health

SALARY INFORMATION: Up to \$62,000 annually / Pay Grade K/ Job Code HCT013

DUTIES: Leads and provides general assistance to plan, organize, direct, and coordinate the delivery of health services. Provides general assistance to develop and implement related policies and procedures. Monitors and evaluates oral health programs and services. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have a large scope of responsibility within the agency. Under general supervision, this position will be responsible for planning, organizing, directing, and coordinating DeKalb County Board of Health's Oral Health Program. This position will supervise, guide, and/or instructs the work assignments of subordinate staff. Cleans teeth, examine head, neck, and oral areas for signs of oral disease. May educate clients on oral hygiene and take X-rays or apply fluoride or sealants. This position will also perform a variety of program activities in the planning, organizing, and administering of the Oral Health Program; provides outreach, education, and direct care to dental patients; provides referrals for service to local dental providers.

MINIMUM QUALIFICATIONS: Doctorate degree in a related field from an accredited college or university AND One year of management/supervisory experience in health care services OR Master's degree in a related field from an accredited college or university AND Two years of management/supervisory experience in health care services OR Bachelor's degree in a related field from an accredited college or university AND Three years of management/supervisory experience in health care services OR Two years of experience at the lower level Manager, Health Care (HCM010) or position equivalent. Note: Some positions may require certification and/or licensure.

PREFERRED QUALIFICATIONS: Preference will be given to registered dental hygienists; Bi-Lingual Proficient skills (Spanish); Commitment to providing nonjudgmental quality health care to those in need; Experience and commitment to working with diverse communities; Experience working with vulnerable and at-risk populations; Strong proficiency with Microsoft Office applications, specifically, Word, Outlook and Internet applications.

NOTE: Thank you for your interest in DCBOH. 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.

Employment with the DeKalb County Board of 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 www.dph.georgia.gov
If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:
Anibel.Porraz@dph.ga.gov.

THE DEKALB COUNTY BOARD OF HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.