



PHHS Evaluation and Monitoring Coordinator Division of Public Health Office of State Operations

Job Description:

The Georgia Department of Community Health, [Division of Public Health](#) is seeking candidates for the position of Preventive Health and Health Services/Evaluation and Monitoring Coordinator in our Atlanta Office.

Under general supervision, the PHHS Evaluation and Monitoring Coordinator ensure compliance with federal and state regulations; provides technical assistance to state level staff; and coordinates feedback to health districts on their performance monthly or quarterly, as designed; supervise the monitoring of DPH programs for compliance with state/federal guidelines;

The person will also be responsible for the supervision of PHHS annual reports and success stories, revise the State Work Plan in BGMIS to ensure continuous program improvements; coordinate programs, and maintain public health practices and performance measurement. Additional responsibilities include creating and maintaining a high performance environment; and preparing to respond to public health emergencies and respond, as directed.

Qualifications

Associate degree in a related field and five years experience with at least two years in a position directly related to the area of assignment

Or Bachelor's degree in a related field and four years of related experience

Or Master's degree in a related field and two years of related experience

Or Two years experience at the lower level or a position equivalent (RCP061)

Note: This position requires a drivers license.

Preferred Qualifications:

- Experience in project planning and management.
- Experience working in and/or managing programs in Public Health or human services.
- Experience and knowledge of developing and implementing performance management.
- Knowledge of program practice and the Public Health System.
- Have two years experience supervising staff.
- Proficient skill providing oral and written information to leadership and staff.
- Proficient in Microsoft Office software.

Benefits

In addition to a competitive salary, (**\$43,063.23-\$59,293.27**) the Department of Community Health offers employee benefits such as paid time off, a retirement plan, and a number of choices for healthcare coverage. For general information about benefits go to: <https://www.careers.ga.gov/careersBenefits.asp>. For information on the retirement plan go to: www.ersga.org.

Area Information

This position is located in downtown [Atlanta](#).

A sprawling metropolis of over four million people today, metro [Atlanta](#) has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you'll find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

We're located across from [Underground Atlanta](#). Parking is nearby as well as direct access to [MARTA's](#) rail and bus system.

Come to [Georgia's](#) capital city and experience first-hand our historic charm and hospitality.

Applying for this job

Please email your cover letter and resume in **Microsoft Word** format to:

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject: **Eval. Coordinator 60604**

Candidates for this position may be subject to employment drug testing and criminal background check.

This position is subject to closing at anytime once a satisfactory applicant pool has been identified by the hiring authority.