



Program Director Vendor Management Services Unit Division of Public Health Maternal and Child Health

Job Description

The Georgia Department of Community Health (DCH), Division of Public Health, is seeking qualified candidates for the position of Program Director-WIC Vendor Management Unit.

Under limited supervision, the program director manages the daily operations of the Vendor Management services. Writes policies and procedures based on federal and state guidelines, regulations, laws, policies, and procedures. Must assess situations to manage risks, eliminate liabilities, and improve business practices. Testifies in vendor appeal hearings and tracks decisions to resolution. Coordinates vendor advisory committee and solicits input from partners to improve services. Coordinates vendor services with other contracted personnel, state, and federal organizations. The program director will ensure the efficient and effective assessment, training, authorization, monitoring, sanctioning and termination of vendors; contain costs through overseeing the annual and monthly assessments of vendor sales, reimbursement peer group designations, and rejected vouchers administratively paid.

Qualifications

Bachelor's degree in a related field and two years of supervisory experience in a health care services environment
OR Master degree in a related field and one year of supervisory experience in a health care services environment
OR Doctorate degree in a related field Note: Some positions may require certification or licensure

Preferred Qualification:

- Masters degree in business management, public administration
- Strong supervisory experience
- Strong leadership and excellent communication skills (oral and written)
- Strong experience with contracts management regulatory or compliance matters and customer relations

Compensation

In addition to a competitive salary (**\$59,293-\$68,000**) we offer a generous [benefits](#) package that includes a flexible schedule, training opportunities, employee retirement plan, deferred compensation, 12 paid holidays, vacation and sick leave, dental, vision, long term care, and life insurance.

Employment 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: ph1@dhrijobs.com

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following title in the subject line of your email subject: **Program Director – WIC Vendor Management Unit**

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