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**Immunization Registry Manager**  
**Division of Public Health**  
**Infectious Disease & Immunization Programs /Office of Immunization**

**Job Description**

The Georgia Department of Community Health (DCH), [Division of Public Health](#) is seeking an Immunization Registry Manager for the Infectious Disease & Immunization Program/Office of Immunization. The Maternal and Child Health Director also serves as Georgia's Title V Director, and is responsible for Title X (Family Planning), IDEA Part C, and many other grant and state funds allocated to support Maternal and Child Health Programs.

Under general supervision, the responsibilities and activities of the employee in this position include, but are not limited to:

- Providing technical assistance and advice to health care providers to develop, improve, and implement software solutions for the statewide, web-based Immunization Registry, the *Georgia Registry of Immunization Transactions and Services* (GRITS).
- Establishing a vision for the programmatic, clinical and technical future of GRITS
- Working directly with the CDC to ensure GRITS meets current and future immunization needs of healthcare providers and the general public.
- Planning, coordinating, and implement educational and training programs for public and private healthcare providers relative to GRITS.
- Recommending and implementing policies and procedures to continually improve GRITS. Creating and maintains a high performance environment characterized by positive leadership and a strong team orientation.
- Participating in the recruitment/interviewing/selection/orientation of team members, and evaluating their performance relative to job goals and requirements.
- Working directly with health care providers to ensure that established levels of data quality are maintained. A critical element of this work is a thorough working knowledge and understanding of the Advisory Committee on Immunization Practices (ACIP) approved immunization schedules.
- Monitoring statewide immunization rates and working closely with epidemiology staff to detect abnormal patterns with immunization rates and reporting practices.
- Producing various reports for CDC relating to program progress.
- Preparing grant applications and contract monitoring reports.

**Qualifications**

Completion of a Bachelor's degree in any field AND five years of professional experience in a human services delivery program planning, evaluation, or professional-level delivery experience in work related to the area of assignment.

**OR**

Completion of a Master's degree in Public Health, Public Administration, or a field related to the area of assignment AND One year of human service program planning, evaluation or professional level delivery experience in work related to the area of assignment.

## Preferred Qualifications

Preference will be given to those individuals with experience in the area of immunization and/or immunization registries

## Benefits

In addition to a competitive salary, 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](http://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: [willis@dhrrjobs.com](mailto:willis@dhrrjobs.com)

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject:  
**[PH/Immunization Registry Manager – 156584](#)**

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.