

Job Announcement



Do you desire to make a difference in your community? If so, this is the job for you!!
[Click here to watch the video.](#)

Posted Date: January 16, 2025 **Closing Date:** January 26, 2025
Position Type: 1 Full-Time
Location: Baker County Health Department/ Newton, GA
Paygrade/Salary: F-\$38,897.56, G-\$42,703.38, H-\$46,245.72
Job Code(s):HCT110, HCT111, HCT112

Public Health Licensed Practical Nurse, 1, 2, or 3
(Based on qualifications/experience)

We offer 13 paid holidays, Educational Support Leave, and 3 weeks accrual of Annual Leave & 3 weeks accrual of Sick Leave. A defined benefit retirement plan, plus (employer matched) 401(k) plan. Health and Flexible Benefits (Dental, Vision, Legal, Long-Term Care, Dependent Life, AD&D, Short- and Long-Term Disability, and Spending Accounts).

General Nature of Work or Job Summary

- Provides outstanding customer service
- Maintains HIPAA standards related to Privacy and Security
- Obtains health histories, vital signs, weight, and height and administers immunizations. Performs venipunctures, collects labs, and conducts some lab tests
- May serve as immunization coordinator, including activities such as pre-call and re-call and managing inventory, storage and handling.
- May provide some front office duties, which include scheduling appointments, maintaining medical records, billing, and collecting fees
- May provide education on various Public Health services and health and nutritional topics
- Manage a caseload for follow-up of items such as pap and lab follow-up

Minimum Qualifications

Vocational/Technical degree in licensed practical nursing from an accredited college AND current Georgia license to practice as an LPN AND CPR certification. Must be able to lift up to 45 lbs. ***(Please mail or bring a copy of College Transcript or Diploma to Interview—must have official transcript prior to start date)***

Preferred Qualifications

- Experience with the Georgia Registry of Immunization Transactions (GRITS)
- Experience planning and organizing projects
- Public Health experience
- Experience working with electronic medical records

Instructions to Apply + Other Important Information:

A State Merit Application for Employment must be received by this office no later than the deadline. ***Highlight any experience related to the Preferred Qualifications.*** This position may require driving company vehicles (Valid driver's license required) and working some evenings and weekends during special events such as health fairs and responding to disasters. ***Selected applicant must consent to a motor vehicle record assessment. Points should be less than 10 and/or not negatively impact insurance rates for the agency.*** Drug screen, criminal background check and immunization records may be required. If selected, male applicants between 18 and 26 years of age must present proof of Selective Service Registration. All information submitted is subject to verification.

Southwest Health District
Tischkia Joiner-*Human Resources*
Tischkia.Joiner@dph.ga.gov

Ways to apply(choose one): [Paper Application](#), [DPH Careers](#), [Team GA Careers](#)

We are an Equal Opportunity Employer

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

Only apply if you have a sincere desire to serve and can provide outstanding customer service, 100% of the time!