

Southwest Health District

Job Announcement



Do you desire to make a difference in your community and be off on most evenings and weekends? If so, this is the job for you!! [Click here to watch the video](#)

Posted Date: May 12, 2025 **Closing Date:** May 22, 2025

Position Type: 1 Full-Time Position

Location: Decatur County Health Department/ Bainbridge, Georgia

Paygrade/ Salary: F-\$33,201, G-\$36,022, H-\$39,124

Job Code(s): GST120, GST122, GST122

Customer Service Representative 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

- Supervises, guides, and/or instructs the work assignments of subordinate staff. Performs a variety of administrative functions in support of the Decatur County Health Department.
- May enter data and/or process documents and records.
- May be assigned to assist in other counties in the district.
- Maintains HIPAA standards related to Privacy and Security
- Provide outstanding customer service.
- Responds to Public Health Emergencies.

Minimum Qualifications

High school diploma/GED and one (1) year of experience communicating information in a customer service setting are required. **This position requires you to have supervisory experience.** This position requires the ability to lift up to 45 lbs. and bend and reach up.

Preferred Qualifications

- Previous employment with any state's Department of Public Health or a County Board of Health.
- Completion of an associate degree in a related field from an accredited college or university. *(Please mail or bring a copy of College Transcript or Diploma to the Interview—must have official transcript prior to start date)*
- One or more years of supervisory experience
- Business Technology diploma or higher degree in Business Administration or related field
- One or more years of experience performing complex office/administrative duties
- One or more years of experience using Microsoft Office Suite + Office
- Bilingual (Spanish/English)

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

We are an Equal Opportunity

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!