



**COBB & DOUGLAS  
PUBLIC HEALTH**

*Healthier lives. Healthier community.*

# Employment Opportunity

## *Grant Specialist 3- PCM/Healthy Start Position #00219956*

**Cobb and Douglas Public Health** a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

**We Offer:** Exceptional opportunities along with excellent benefits, which include: 11 paid holidays, annual and sick leave accrual. Educational leave. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and child care spending accounts can be established in addition to deferred compensation options. Learning and growth opportunities. Employee recognition program. Diverse workforce. And much more!

**Summary:** Under general supervision provides grant/funding management of the Healthy Start Program for Cobb & Douglas Public Health (CDPH). Serves as HRSA grant specialist for the district and assures compliance with requirements of the U.S. Department of Health and Human Services. The grant specialist will work closely with the grant program manager, CAN Committee, evaluation team and partnering organizations. The ideal candidate will have excellent organizational and interpersonal skills, strong oral/written communication skills and experience in grant and budget planning/management. Serves as agency liaison for all grant project officers and is responsible for ensuring that all grant deliverables are met, and all programmatic reporting is completed. Serves as agency representative for mandatory Healthy Start meetings. Serves as the subject matter expert on all funding sources for Healthy Start. Serves on Quality Management team and Evaluation Team and implements processes to reach and exceed performance measure goals. Audits expenditures of grant funds to ensure that funds are spent according to stipulation, and deadlines are met. Assist with program development, marketing, community outreach and promotion. Adheres to HIPAA regulations. Maintains confidentiality and security of client information at all times. Participates in Emergency Preparedness activation as assigned/required.

**Minimum Qualifications:** Bachelor's degree in business, public administration, finance or related field from an accredited college or university AND two years of experience in grants management, public funds administration, accounting or closely related area OR One year of experience required at the lower level Grant Specialist 2 (FIP051) or position equivalent.

**Preferred Qualifications:** Experience in program planning/management, grant writing and grant management, finance/budget management. Proficiency in MS Office, advanced skills in Excel. Master's degree in Public Health, Public Administration, Public Policy or related field.

**Salary Information:** \$ 50,000 annual / Pay Grade L

**Applications Accepted:** August 17, 2020- September 16, 2020

**TO APPLY:** In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: [www.cdph-ess.com](http://www.cdph-ess.com). Click on "Employment Opportunities" and locate this position, click "Apply" and begin your application process.

Thank you for your interest in CDPH. 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.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

[Camilla.Barnes@dph.ga.gov](mailto:Camilla.Barnes@dph.ga.gov)