



## **JOB LEADS – DISTRIBUTED 8-25-23**

463 Commerce Park Drive ♦ Suite 100 ♦ Marietta GA 30060  
(770) 528-4300 ♦ (770) 528-4302 (Fax)  
Monday through Friday 8am-5pm  
[www.worksourcecobb.org](http://www.worksourcecobb.org)

The CobbWorks Workforce Development Center provides an array of services to assist people seeking employment. Job Leads will be distributed weekly.

**Company:** ACRT, Inc.

**Position:** Meter Reader

**Location:** Marietta, GA

**Salary:** \$16 an hour - Full-time

**Posted:** 8/25/23

**End Date:** Until Filled

**Job Description:** The Meter Reader reports to the Meter Services Supervisor at Bermex. This position plays a key role in reading and inspecting gas, electric, and/or water meters. This position also requires a high degree of walking in outdoor environmental conditions, excellent time management, and exceptional flexibility day to day.

### **What You'll Do**

- Meter Reading
- Read meters on a daily and/or special basis, typically on a customer's premises for service bills
- Carry out assigned duties in the required time frame for cycle readings, assign sequence numbers to new services, and rearrange meter reading routes as necessary.
- Inspect meters and report damage or apparent malfunctions to assigned supervisor
- Evaluate unsafe conditions or clean out meter boxes
- Use electric, gas, water meter reading devices
- Use hand tools such as a screwdriver, pliers, flashlights, keys, gas detectors, generators, pumps, hand pumps, shovels, lid handles, etc.
- Use printed materials such as service orders, maps, manuals, and computer printouts
- Assist with training of new meter readers
- Read Meters in Various Environmental Conditions:
- Extensively walk and stand for much of the workday
- Walk for long distances (occasionally up to 20 miles per day) in various weather conditions (rain, sleet, hail, snow, extreme heat or cold, etc.)
- Exert physical force moving objects (routinely 10lbs of force, up to an occasional 50lbs of force)

### **Customer Communication:**

- Refer all consumer complaints to the appropriate authorities
- Provide general information about the meter services to customers, when applicable
- Use telephones, tablets, and/or computers to communicate
- Other duties as assigned.

Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

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Distributed 8-25-23

**Company:** Signature HealthCARE  
**Position:** Unit Manager-RN-Full-Time  
**Location:** Marietta, GA  
**Posted:** 8/24/23  
**End Date:** Until Filled

**Job Description:** Signature HealthCARE at Tower Road is a 126-bed facility that offers a wide array of services enabling our patients to receive the medical care they need, the restorative therapy they require, and the support they and their families deserve. We serve many types of patients' needs from short-term rehabilitation to traditional long-term care. Working with your physician, our staff including medical specialists, nurses, nutritionists, therapists, dietitians and social workers establishes a comprehensive treatment plan intended to restore you or your loved one to the fullest practicable potential. We know that choosing the right center for your healthcare needs can be overwhelming. We hope you find our website to be a valuable resource for you and your family in your decision-making process. We are here to assist you, so please call us anytime with questions.

**Essential Duties and Responsibilities:**

- Complete assessments of residents at admission and discharge.
- Supervise nursing staff assigned.
- Document services rendered to residents for billing purposes.
- Write admission notes or evaluate admission notes and chart additional essential information.
- Identify and prioritize primary nursing problems.
- Develop care plan addressing immediate nursing problems.
- Make daily rounds to monitor resident care and status of residents.
- Implement care plans for residents in compliance with physician's orders.
- Implement established nursing policies and procedures, educating nursing support staff according to facility guidelines.
- On date of discharge, chart complete discharge summary, to include discharge planning and referrals.
- Keep a complete and accurate record of sign in/out sheets for staffing hours.

**Job Requirements:**

- Registered Nurse- RN with current state license.
- One (1) to three (3) years related experience, supervisory experience.
- Must have a current/active CPR certification

Interested candidates may apply online at <https://jobboard.healthcaresource.com/job/3116182/unit-manager-rn-full-time/>

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**Company:** Fairway Construction Co., Inc.  
**Position:** Project Coordinator  
**Location:** Atlanta, GA 30327  
**Posted:** 8/24/23  
**End Date:** Until Filled

**Job Description:** Fairway Construction is a dedicated team of construction professionals servicing our clients and community by building with integrity, innovation, and quality. FWC upholds the highest standards in job site safety, construction best practices, and end user satisfaction. Our core markets include multifamily housing, senior housing, and historic renovations.

**Position Summary/Purpose:** Provides pre-construction and project coordination services for multiple jobsites, including subcontractor selection, budgeting, cost estimating, scheduling and interpreting architectural, engineering and civil drawings.

**Essential Functions:**

Under the direction of the Project Manager and Project Coordinator Manager:

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Distributed 8-25-23

- Coordinates the development of the scopes of work for subcontractors prior to proposal submittal and work with pre-construction efforts to ensure scopes of work are accurate based on architectural and civil drawings. Completes tasks on time and consistent with scheduling constraints set forth by the project schedule.
- Coordinates the development of the overall construction schedule and completions dates of all projects, while seeking input during the scheduling exercises from project specific staff prior to and throughout the project(s). Prepares management reporting.
- Coordinates with the development of the overall project budget and provides value engineering opportunities throughout preconstruction phases of the project(s); provides continual review of the project's budget to ensure budget accuracy and to identify cost savings opportunities.
- Assists on-site project personnel with research regarding city, county and state construction codes and regulations for every project as needed.
- Assists project staff with the evaluation and development of solutions to issues and questions from subcontractors and other workers on-site. Provides support for all RFI submittals from project staff.
- Verifies scopes of work to meet Earthcraft requirements, including assisting with communication on project specific Earthcraft requirements.
- Attends all company meetings representing current projects, including monthly meetings at various locations with executives or owners as needed.

Interested candidates may apply online at <https://fairwayconstruction.net/careers/>

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**Company:** AYLO

**Position:** Outbound Patient Care Navigator

**Location:** Atlanta, GA

**Posted:** 8/24/23

**End Date:** Until Filled

**Job Description:** The Outbound Patient Care Navigator is responsible for the proactive outreach of Aylo Health patients through gaps in care initiatives and driving a best in class patient experience across the Care Coordination Center and the AYLO brand. An exceptional Outbound Patient Care Navigator must have customer care, soft skills, team work and possess leadership traits with the ability to work independently. They must possess a desire educate and help patients address gaps in care i.e. Mammo Screening, Physicals, Dexa etc. They must partner with the Care Coordination Supervisor, PCNs and offices to ensure positive outcomes for patient care. The ideal candidate must possess great communication skills and be able to empathize and communicate effectively. This is a remote role.

#### ESSENTIAL FUNCTIONS:

- Initiate outbound calls in a timely and friendly manner to schedule appointments appropriate to each patient journey
- Making > 120 – 150 calls on avg a day
- Build a great relationship and rapport with patients
- Evaluating problems and complaints of the patient and providing proper solutions
- Providing a "mom and pop" experience
- Informing and educating on appropriate journey(s) where applicable

Interested candidates may apply online at <https://aylohealth.com/careers/> for additional information and instructions on how to apply.

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**Company:** Lupus Foundation of America Georgia Chapter Inc.

**Position:** Patient Navigator/Outreach Manager (Hybrid)

**Location:** Smyrna, GA

**Posted:** 8/24/23

**End Date:** Until Filled

**Job Description:** Works in collaboration with: Grady Lupus Clinic medical team/staff, Emory University Hospital Midtown Nephritis Clinic medical team/staff.

The Lupus Patient Navigator/Community Outreach is committed to reducing the patient's barriers to care by identifying critical resources for patients, helping them navigate through health care services and systems,

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Distributed 8-25-23

and promoting patient health. They will work closely with the Care Teams, which may include doctors, nurses, chapter staff, and other clinical staff to achieve positive client health outcomes.

The goal is to improve overall disease management which results in better health outcomes for the Lupus Program patients. The navigator will be contracted through the Lupus Foundation of America, Georgia Chapter and will utilize a variety of resources to support Lupus Program patients in the following areas by:

- Providing community support to both newly and currently diagnosed SLE/LN patients.
- Identifying and addressing barriers to care when possible.
- Identifying and addressing social determinants of health when possible.
- Providing educational resources to connect patients with reliable resources and clear, accurate health information.

The navigator role requires someone who has empathy, compassion, and an understanding of the cultural and socioeconomic backgrounds in the community and is knowledgeable about community resources, including financial, educational, social, and emotional support services available to patients.

The navigator position requires good communication skills and the ability to collaborate with multiple physicians, ancillary support services, and an exceptional customer service skillset.

The navigator will provide any needed emotional support and obtains further support resources as needed.

**Interested candidates may apply online at <https://www.lupus.org/about-us/careers-and-internships> for additional information and instructions on how to apply.**

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**Company:** Children's Healthcare of Atlanta

**Position:** Behavioral Mental Health (BMH) Community Care Navigator Nurse

**Location:** Brookhaven, GA

**Posted:** 8/24/23

**End Date:** Until Filled

**Job Description:** Assesses, determines, and coordinates placement of all BMH admissions and transfers in accordance with clinical standards and guidelines. Ensures patients are placed in clinically appropriate level of care via established algorithms and protocols. Upholds standards of system wide customer service program.

Ensures patients are placed in clinically appropriate level of care via established algorithms and protocols. Upholds standards of system wide customer service program.

### **Experience**

- 5 years of experience in nursing with 2 years of experience in critical care or emergency nursing with advanced clinical assessment skills.

### **Preferred Qualifications**

- Graduation from an accredited school of nursing; Bachelor of Science in Nursing preferred; Licensed Practical Nurse with 20+ years of experience in a medical inpatient/emergency department/behavioral health.
- Experience in progressive leadership and training as house supervisor or bed placement coordinator.
- Experience in psychiatric or behavioral health
- Experience in a medical inpatient/emergency department setting working with pediatric and adolescent patient populations
- Experience with behavioral mental health (BMH) facilities and placement procedures

**Interested candidates may apply online at <https://careers.choa.org/us/en/job/R-10519/Behavioral-Mental-Health-BMH-Community-Care-Navigator-Nurse>**

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Distributed 8-25-23

**Company:** Piedmont Atlanta Hospital  
**Position:** Surgical Tech, Outpatient Surgery, FT  
**Location:** Atlanta, GA 30309  
**Posted:** 8/24/23  
**End Date:** Until Filled

**Job Description:** Responsible for handling the instruments, supplies, and equipment necessary during the surgical procedure. Functions in partnership with licensed staff. Performs patient care duties for clients of various age groups under the direction of a registered nurse.

**Minimum Education Required:** High School graduate or GED.

**Minimum Experience Required:** Graduate of Surgical Technology program OR prior experience as a Surgical Technologist.

**Minimum Licensure/Certification Required By Law:** N/A

**Additional Qualifications:** BLS Certification Required. Graduate of a Surgical Technology Program Preferred.

Interested candidates may apply online at

[https://apply.piedmontcareers.org/login/newUser?job=1097466&section=2&src=CWS-11300&utm\\_source=Indeed&utm\\_medium=BayardAF&targetURI=https%3A%2F%2Fapply.piedmontcareers.org%2Fcareersection%2F2%2Fjobapply.ftl%3Fsrc%3DCWS-11300%26job%3D1097466%26tz%3DGMT-04%253A00%26lang%3Den](https://apply.piedmontcareers.org/login/newUser?job=1097466&section=2&src=CWS-11300&utm_source=Indeed&utm_medium=BayardAF&targetURI=https%3A%2F%2Fapply.piedmontcareers.org%2Fcareersection%2F2%2Fjobapply.ftl%3Fsrc%3DCWS-11300%26job%3D1097466%26tz%3DGMT-04%253A00%26lang%3Den)

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**Company:** Grady Health System  
**Position:** Patient Navigator  
**Location:** Atlanta, GA  
**Posted:** 8/24/23  
**End Date:** Until Filled

**Job Description:** The Patient Navigator serves as a resource to patients/family/caregivers. The Patient Navigator ensures that their patients feel comfortable and guided in an efficient manner through the health system helping them to overcome obstacles faced in accessing or receiving treatment. The Patient Navigator leads the concept of patient-centered care. The Patient Navigator provides support to and assists patients and caregivers to provide resources and assistance with accessing clinical and supportive care services.

## QUALIFICATIONS

- Associate's Degree or two years college coursework
- Three (3) years job-related experience
- Excellent communication and listening skills
- Strong interpersonal skills, experience working in a team environment, strong community relations experience Preferred
- Licensed Practical Nurse (LPN) or Certified Medical Assistant (CMA) Preferred

Interested candidates may apply online at

[https://careers.gradyhealth.org/jobdetails/gmh\\_ext/23002972?searchable=%5B%7B%22value%22:%22300120128%22,%22text%22:%22Non-Clinical%22,%22selected%22:false,%22filterId%22:%22JOB\\_FIELD%22,%22id%22:%22300120128%22%7D%5D](https://careers.gradyhealth.org/jobdetails/gmh_ext/23002972?searchable=%5B%7B%22value%22:%22300120128%22,%22text%22:%22Non-Clinical%22,%22selected%22:false,%22filterId%22:%22JOB_FIELD%22,%22id%22:%22300120128%22%7D%5D)

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**Company:** WellStar Health System  
**Position:** Care Coordinator RN  
**Location:** Marietta, GA  
**Posted:** 8/24/23  
**End Date:** Until Filled

**Job Description:** The Care Coordinator RN (CC RN) is responsible for assessing transitional care needs, coordinating care across the continuum, and engaging with patient and family to assure care needs are met. The CC RN plans effectively to meet the patient's needs, manage the length of stay and promote efficient

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Distributed 8-25-23

utilization of resources. Overall, the role integrates and coordinates care facilitation, care progression and transitional care planning functions.

**Specific functions within this role include:**

- Psychosocial and functional status assessment, transitional care planning, clinical care progression, facilitate patient/family care conferences, participate in interdisciplinary rounds, and patient/family education.
- Collaborates effectively with the utilization review nurse, patient's physicians and the interdisciplinary care team to provide a comprehensive assessment of the patient's medical care needs, psychosocial needs, any social determinants of health needs, goals/outcome attainment and continued care needs.
- Assures that the patient is progressing towards their discharge goal and assists to alleviate barriers.
- Seeks consultation from appropriate disciplines/departments as required to proactively identify and resolve delays to expedite care and facilitate discharge.

**Interested candidates may apply online at <https://careers.wellstar.org/job/marietta/care-coordinator-rn-khc/41363/52740837200> for additional information and instructions on how to apply.**

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**Company:** Enhabit Home Health & Hospice

**Position:** Medical Records Specialist

**Location:** Kennesaw, GA 30144

**Posted:** 8/23/23

**End Date:** Until Filled

**Job Description:** Are you in search of a new career opportunity that makes a meaningful impact? If so, now is the time to find your calling at Enhabit Home Health & Hospice.

As a national leader in home-based care, Enhabit is consistently ranked as one of the best places to work in the country. We're committed to expanding what's possible for patient care in the home, all while fostering a unique culture that is both innovative and collaborative.

At Enhabit, the best of what's next starts with us. We not only make it a priority to maintain an ethical and stable workplace but also continually invest in our employees. By extending ongoing professional development opportunities and providing cutting-edge technology solutions, we ensure our employees are always moving their careers forward and prepared to deliver a better way to care for our patients.

**Interested candidates may apply online at <https://careers.ehab.com/job/-/-/39891/53343633600>**

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**Company:** Harris Spice Company

**Position:** Tea Lab Clerk

**Location:** Marietta, GA

**Posted:** 8/23/23

**End Date:** Until Filled

**Job Description:** Harris Tea is looking for a Tea Lab Clerk in Marietta, GA. This role reports to the Tea Blending Manager. This position is responsible for carrying out tea lab operations related to sample testing, and to ensure overall cleanliness of the Lab.

**Duties & Responsibilities:**

- Obtain tea blend samples from the incoming tea dock and the line.
- Arrange for the various tea blends to be prepared for tasting by weighing the proper amounts using the scale, checking density and total density of solids.
- Boil water and pour on tea samples, noting time to advise Tea Lab Technician and Manager when the tea is ready.
- Generate TDS Data.
- Generate Colorimeter Data.
- Assist in maintaining cleanliness of Tea Lab to include the following: rinse and place cups and pots in dishwasher, dump and clean spittoon.
- Perform data entry for blends and line samples.

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Distributed 8-25-23



- Operate microwave and sieve machine for requested incoming teas.
- Manage sensory sample inventory.
- Assist in recall/trace exercises.
- Process UPS Shipments.
- Other duties as assigned by management.

#### **Skills & Qualifications:**

- High School Education + 1-2 years of experience in a Manufacturing or Quality-related position.
- Must be computer literate.
- Must be organized and detail-oriented and be flexible to adjust to production needs and changes.
- Must be articulate and be able to communicate effectively both orally and in writing.

#### **Working Conditions:**

Mainly works in a climate-controlled office environment, with minimal time spent in adjoining production, blending and warehouse areas as needed.

#### **Physical Requirements:**

Job requires the ability to stand for majority of the shift with some sitting behind a desk to use a computer for 2-3 hours per day. Must be able to walk up and down stairs as needed to go to the Production, Warehouse and Blending areas as needed. Moderate lifting of up to 25 pounds required.

#### **Diversity & Inclusion**

We believe that different perspectives and backgrounds are what make a company flourish. All qualified applicants will receive equal consideration for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, economic status, disability, age, or any other legally protected characteristics. We are proud to be an inclusive company with values grounded in equality and ethics, where we celebrate, support, and embrace diversity.

Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

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**Company:** Lincoln Tech

**Position:** Business Office Clerk

**Location:** Marietta, GA

**Posted:** 8/23/23

**End Date:** Until Filled

**Job Description:** Lincoln Tech in Marietta is looking for a Business Office Clerk to provide administrative support and front-end customer service to our students and visitors. In this position, you will work with other campus teams to create an exceptional student experience and will report to the Director of Administrative Services.

#### **Key Qualifications**

- High school diploma or GED
- Excellent written and verbal communication skills
- Experience in producing reports and correspondence

#### **Responsibilities**

- Assist the Director of Administrative Services on projects, events, reports, record-keeping, organization, and administration of the school's Business Office Department
- Maintain student accounts and files to ensure that they meet accrediting criteria and are complete with all needed supporting documentation
- Maintain accurate purchasing records for school bookstore
- Verify and inventory all books/tools/uniform orders
- Distribute books and uniforms to students
- Perform weekly bank deposits

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Distributed 8-25-23

- Report to the Director of Administrative Services

**Requirements:**

- Customer Focus: desire to help and serve
- Proficient in Microsoft Office Suite

Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

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**Company:** Fox Theatre

**Position:** Assistant Production Manager

**Location:** Atlanta, GA 30308

**Posted:** 8/23/23

**End Date:** Until Filled

**Job Description:** The Assistant Production Manager assists in management of all aspects of production-related needs for events in the theatre, ensuring a safe and enjoyable guest experience for all internal and external guests. This includes but is not limited to assisting in management of communication and needs of artists, promoters, and clients; maintenance of the stage, production operations and house equipment; assigned assistance of capital project investments and oversight, and management of the union contract. The Assistant Production Manager achieves this through the effective and coordinated management of the non-union Production department, the union house crew, union crews for events, and other clients, vendors, and partners.

**Major Responsibilities:**

- Advance of the shows as assigned; Average of 10-25% of the shows scheduled. This includes but is not limited to, phone, email, ordering and generating paperwork necessary to the advance of the show arrival. Determine building and production needs, requirements, schedules and estimates.
- Produce accurate show settlement paperwork and records. Communicate with teams on settlement.
- Oversee and complete all necessary show invoicing and payment.
- Event day management of all shows advanced by the APM. This includes but is not limited to organizing, communicating, and managing requests & needs of visiting productions and working to ensure that they are satisfied and that the Fox staff stays informed of their needs.
- Assist/ lead the technical oversight of the ballroom equipment, lobby sound, club AV and other building spaces as assigned. This will require hands on technical theatre knowledge and application.
- Assist in the management, advance, and onsite supervision of external building events as assigned. Shift coverage of events and load outs advanced by the PM / DP or the APM shows.

Interested candidates may apply online at <https://www.foxtheatre.org/about/careers>

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