



Looking for Work  
That Matters?

**We're Hiring!**  
Join Our Team.

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We are Accepting Applications for the Following Position:  
**REACH Program Coordinator (10198)**

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*Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbpublichealth.com](http://dekalbpublichealth.com).*

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**POSTING DATE: 04/19/2024**

**APPLICATION DEADLINE: 05/03/2024**

**EXCEPTIONAL BENEFITS INCLUDE:**

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

**LOCATION: Richardson Health Center**

**DIVISION/DEPARTMENT: Community Health / HAP**

**SALARY INFORMATION: \$ 61,351.55 Annually / Pay Grade L / Job Code HCP093**

**DUTIES:** Under general supervision, this position works closely with the REACH\* Initiative's Principal Investigator to plan, direct, coordinate, and lead all project strategies to address DeKalb County's health needs and reduce health disparities. The initiative primarily focuses on promoting healthy food choices, facilitating safe and accessible physical activity, implementing family healthy weight programs, and administering vaccinations for COVID-19, flu, and other routine diseases. As the primary liaison for the project, this position ensures effective communication with the project. This position is responsible for completing all project deliverables, progress reports, budget management, and supervision of project staff. Tasks include managing the program team, assigning individual responsibilities, identifying necessary resources, developing schedules to ensure timely project completion, conducting performance evaluations, managing program risks, and offering recommendations to management on project activities, changes, and improvements. This position prepares monthly and annual program reports. This position reports to the Health Assessment and Promotion Manager and will be required to work flexible hours, including some evenings and weekends.

\*REACH (Racial and Ethnic Approaches to Community Health) grant is funded by the Centers for Disease Control and Prevention

**MINIMUM QUALIFICATIONS:** Master's degree in a related field from an accredited college or university AND Three years of experience performing work related to area of assignment, One year of which in a supervisory role

**OR**

Bachelor's degree in a related field from an accredited college or university AND Five years of experience performing work related to area of assignment, Two of which were in a supervisory role

**OR**

One year at the lower level (HCP092) or position equivalent. Note: Some positions may require licensure.

**PREFERRED QUALIFICATIONS:** Advanced degree in public health, health administration, or a related field. Experience providing strategic direction and management of health-related projects. Strong understanding of and sensitivity to DeKalb County communities and experience working with diverse populations. Knowledge of communities in DeKalb County. Commitment to providing nonjudgmental quality health care to those in need. Experience and commitment to working with diverse communities. Experience working with vulnerable populations (i.e., homeless populations, those suffering from addiction and mental illness, and those with a criminal justice history). Strong proficiency with Microsoft Office applications, specifically Word Outlook and internet applications.

**NOTE:** Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

**Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.**

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. 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.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [jannise.gray1@dph.ga.gov](mailto:jannise.gray1@dph.ga.gov).

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**