



Looking for Work  
That Matters?

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

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## We are Accepting Applications for the Following Position: **Clinical Nurse Coordinator (10146)**

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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: 01/08/2025**

**APPLICATION DEADLINE: 01/22/2025**

### **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: East Health Center**

**DIVISION/DEPARTMENT: Clinical Services**

**SALARY INFORMATION: \$84,477.37 Annually / Pay Grade O / Job Code HCM031**

**DUTIES:** Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides technical assistance and training within a public health nursing care specialty. Plans, implements, and supervises a specialty nursing program. Evaluates programs for compliance with state and/or federal guidelines. Assesses needs of target population.

- Monitors, assesses and evaluates program to determine compliance with state and/or federal guidelines and progress in meeting established goals.
- Compiles reports of findings and submits in appropriate format.
- Provides technical assistance and advice to develop, implement, and improve programs related to nursing specialty.
- Plans, coordinates, and implements educational and training programs within the nursing specialty.
- Coordinates program with other state or county health care providers/organizations to promote optimal implementation of program services.
- Develops long- and short-term objectives and plans for the program.
- Develops policies, procedures, protocols, and guidelines for the program.
- Reviews and interprets state and federal regulations related to the program.
- Determines and/or develops communication plans for field staff.
- Research and recommend best practices.
- Assists fiscal officers with budget preparation and monitoring.
- Research, prepare, and submit grant applications.
- Supervises and plans work of assigned staff.

**MINIMUM QUALIFICATIONS:** Master's degree in nursing, public health, or related field from an accredited college or university AND Four years of nursing experience AND current Georgia Registered Professional Nurse license AND CPR certification  
**OR**

Bachelor's degree in nursing from an accredited college or university AND Six years of nursing experience AND current Georgia Professional Nurse license AND CPR certified

**OR**

Four years of experience at the lower level PH Nursing Prog Consultant 3 (HCP212) or position equivalent AND current Georgia Registered Professional Nurse license AND CPR certified.

**Preferred Qualifications:** Master's degree in nursing from an accredited college or university AND Four years of nursing experience AND current Georgia Registered Professional Nurse license AND CPR certification

**OR**

Bachelor's degree in nursing from an accredited college or university AND 5 years of nursing experience AND current Georgia Professional Nurse license AND CPR certified.

**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.**