



# Looking for Work That Matters?

# We're Hiring! Join Our Team.

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## We are Accepting Applications for the Following Position: **Social Services Program Coordinator Supervisor (10700)**

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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: 10/02/2025**

**APPLICATION DEADLINE: 11/02/2025**

### **EXCEPTIONAL BENEFITS INCLUDE:**

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

**LOCATION:** Richardson Health Center

**DIVISION/DEPARTMENT:** Clinical Services

**SALARY INFORMATION:** \$54,000.00 Annually / Pay Grade K / Job Code SSP033

**DUTIES:** Under Supervisor from the HIV Program Coordinator, selected candidate will supervise, guide, and/or instructs the work assignments of subordinate staff. Candidate will manage the development and administration of policies and programs of social service and community agencies, correctional institutions, rehabilitative services, and related programs that are designed to protect and promote the social welfare of PLWH individuals and communities. Candidate will also provide mental health services to PLWH clients.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

- Analyzes and assesses the effectiveness of existing programs to ensure the identified outcome measures are achieved
- Assures agency compliance with policies, appropriate documentation, and reporting requirements
- Builds and encourages a cooperative team-oriented environment within unit(s) and with other agencies and providers
- Creates and maintains positive working relationships within the community and within the social service team.
- Facilitates communication within the agency on a specific case level as well as on a procedure/policy level
- Interviews, hires, directs, trains, evaluates the performance of, and when necessary, disciplines and discharges social services employees
- Leads and administers a comprehensive system of public assistance, employability, and social services
- Manages human resources and directs administrative activities for groups of social services employees
- Plans, administers, and maintains the operation of social services programs
- Reviews new and current programs to determine their efficiency, effectiveness, and compliance with state, local and federal regulations

- Provide mental health services (including counseling) to PLHW within licensing scope
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in a related field from an accredited college or university and six (6) years of job-related experience, which includes one (1) year in a lead worker, team leader, or supervisory role; or one (1) year of experience at the lower level Social Svcs Prgm Coord 2 (SSP031) or position equivalent. This position requires one or more of the following: License in Professional Counseling (LPC), or a License in Mental Health Counseling (LMHC), and/or a License in Clinical Social Work (LCSW).

**PREFERRED QUALIFICATIONS:** Experience working with PLWH clients preferred.

**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.**