



Looking for Work That Matters?

We're Hiring! Join Our Team.

We are Accepting Applications for the Following Position: **Health Promotion Specialist (10773)**

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.

POSTING DATE: 12/03/2025

APPLICATION DEADLINE: 01/03/2026

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: Community Health

SALARY INFORMATION: \$53,229.03 Annually / Pay Grade K / Job Code GSP131

DUTIES: The Health Promotion Specialist supports the Injury Prevention Coordinator through research, program coordination, and community outreach. Under general supervision, performs complex administrative duties and statistical, financial, or operational data analysis and reporting in support of the Opioid Overdose program. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of program initiatives. May partner with other departments, divisions, outside agencies, and vendors to address program issues. The specialist applies epidemiological skills to organize and interpret data, supports program evaluation, and helps translate findings into actionable strategies. May administer or provide high-level support for various projects, grants, contracts, implementation of procedures, and/or any specialized functions. Assist with orientation, training, or providing task guidance. The role also includes coordinating Community Health Workers and outreach efforts, engaging directly with community partners, and representing the department at events. Evening and weekend availability is required.

Job Description and Duties:

Responsible for overseeing day-to-day program activities:

- Train community partners and residents in opioid prevention strategies such as Naloxone Response Training.
- Assist with the planning, implementation, and evaluation of all Injury Prevention program initiatives.
- Knowledge of epidemiological methods to collect, organize, and interpret opioid-related data to inform program strategies and reporting.
- Coordinate the work of Community Health Workers, ensuring alignment of outreach activities with program goals.
- Prepare data reports, presentations, and fact sheets to communicate findings to stakeholders, leadership, and community partners.

- Conduct and support community outreach efforts, including health fairs, school-based education, and coalition meetings.
- Drive and operate department mobile units for outreach events and service delivery.
- Maintain accurate records of program activities, outreach, and evaluation metrics.
- Serve as a liaison between the health department and community organizations to strengthen partnerships and advance health equity.

MINIMUM QUALIFICATIONS: Associate degree in business or related field from an accredited college or university and two (2) years of experience related to area of assignment

OR

One (1) year of experience required at the lower level Busi Support Analyst 1 (GSP130).

NOTE: An equivalent combination of knowledge, education, job or internship experience, training, or certifications that provide the necessary knowledge and skills to perform the job at the listed level successfully may be substituted on a year-over-year basis.

PREFERRED QUALIFICATIONS:

- Master's degree in public health, Epidemiology, or related field.
- Demonstrated knowledge of **epidemiology**, including experience with research, data organization, and data interpretation.
- Experience with **community outreach** and engagement in diverse communities.
- Knowledge of **substance use disorders (SUD), homelessness, and social determinants of drug use.**
- Strong communication and presentation skills, both oral and written.
- Valid driver's license and **clean driving record.**
- Proficiency with Microsoft Office Suite and data analysis tools.
- Willingness and ability to work **evenings and weekends** as required.
- Ability to work independently and collaboratively with a multidisciplinary team.
- Training or experience in harm reduction or opioid overdose prevention.
- Bilingual proficiency to support diverse populations.

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.

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.