



Looking for Work
That Matters?

We're Hiring!
Join Our Team.

We are Accepting Applications for the Following Position:
Social Services Program Coordinator (10663)

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: 02/11/2026

APPLICATION DEADLINE: 03/11/2026

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: T.O. Vinson Health Center

DIVISION/DEPARTMENT: Clinical Services

SALARY INFORMATION: \$41,621.15 Annually / Pay Grade H / Job Code SSP030

DUTIES: Under direct supervision, acts on Program Coordinator's behalf promoting the importance of immunizations, including special promotional activities for CDC-recognized national campaigns, developing and monitoring responses to issues as delegated. Ensure that immunization assessments are conducted at all childcares, kindergarten, 7th grade and 11th grade programs in the public and private sectors in the districts service area. Properly completes, and/or maintains necessary documentation, transactions, records, etc. pertaining to programmatic needs. Coordinates and maintains school and childcare deadlines and associated records for Program Coordinator and other staff as assigned. Schedules appointments, meetings and events as instructed or according to established policies procedures and guidelines. Conveys directives, assignments, instructions and other information from Program Coordinator to staff as directed. Keeps Program Coordinator or other appropriate staff adequately informed of problems, irregularities, issues and concerns pertaining to the Immunization Program. Other duties as assigned.

MINIMUM QUALIFICATIONS: High school diploma or GED AND Four years of progressively complex office of administrative experience.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants proficient in Microsoft Office Suite (Word, Excel, Power Point, etc): experience in budgeting, purchasing and inventory control are also 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.*

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.