

Looking for work that matters? We're hiring! Join our team.



We are Accepting Applications for the Following Position: **Immunization Program Supervisor (10196)**

Founded in the 1920s and headquartered in Decatur, GA, the DeKalb County Board of Health 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 dekalbhealth.net.

POSTING DATE: 09/30/2026

APPLICATION DEADLINE: 10/30/2026

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: \$66,351.55 Annually \ Pay Grade L

DUTIES: Under general supervision, provides professional public health nursing care and clinical leadership for the Immunization Program in accordance with established nurse protocols, policies, procedures, and current immunization guidelines. Coordinates immunization services and provides guidance, training, and support to clinical staff. Promotes the prevention of vaccine-preventable diseases and the health and safety of individuals and populations.

Supports vaccine accountability, proper storage and handling, documentation, quality assurance, and compliance with applicable federal, state, and local program requirements. Apply principles of public and population health to immunization services, community outreach, health education, program planning, and evaluation.

TYPICAL TASKS

Clinical and Program Leadership

- Provides clinical and supervisory leadership for the Immunization Program and ensures services are delivered in accordance with established nurse protocols, policies, procedures, and current immunization guidelines.
- Plans, organizes, coordinates, monitors, and evaluates immunization program activities to ensure program goals, objectives, and performance standards are met.
- Provides day-to-day clinical guidance and support to nursing and other immunization staff, including training, competency assessment, workflow coordination, and consultation regarding vaccine-related questions.
- Identifies populations at increased risk for vaccine-preventable diseases and develops targeted interventions based on community needs and available resources.
- Reviews immunization histories, identifies missing or overdue vaccines, assesses clients for vaccine eligibility, and evaluates precautions and contraindications.
- Administers childhood, adolescent, and adult vaccines in accordance with established protocols, recommended immunization schedules, and physician-approved treatment plans.
- Educates clients, parents, and caregivers about recommended vaccines, childhood immunization schedules, school-entry requirements, vaccine safety, possible adverse reactions, and the importance of completing multidose vaccine series.
- Provides direct clinical services during routine clinics, back-to-school immunization activities, community outreach events, disease outbreaks, and periods of increased patient volume or staffing shortages.
- Monitors clients following vaccination, recognizes and responds to adverse reactions, and ensures appropriate documentation, reporting, and follow-up.
- Oversees vaccine inventory, accountability, storage and handling, temperature monitoring, and emergency vaccine-management procedures.

- Supports compliance with applicable federal, state, and local immunization program requirements, including documentation, reporting, quality assurance, and infection-control standards.
- Conducts comprehensive assessments of clients' healthcare and immunization needs and develops, implements, and modifies plans of care based on clients' responses and conditions.
- Screens clients and refers them to healthcare providers, community programs, and other appropriate resources.
- Apply principles of public and population health to immunization planning, service delivery, education, and evaluation.
- Provides health education to individuals, families, staff, and community groups to promote immunization awareness and prevent vaccine-preventable diseases.
- Reviews program data, immunization coverage rates, service outcomes, and identified gaps to recommend improvements and increase access to vaccination.
- Coordinates immunization services with healthcare providers, schools, childcare facilities, community organizations, and other public health programs.
- Develops and maintains community partnerships that support immunization outreach, education, and access to services.
- Participates in emergency-preparedness planning, drills, and exercises involving pandemic influenza, mass vaccination, mass dispensing, mass sheltering, and biological or chemical incidents.
- Provides nursing care and immunization services to populations with special needs during public health emergencies and disasters.
- Performs other related nursing and immunization program duties as assigned.

COLLABORATION AND COMMUNICATION

- Collaborates with nursing staff, healthcare providers, program managers, public health professionals, schools, childcare facilities, community organizations, and other stakeholders to coordinate immunization services and improve vaccination access.
- Communicates clinical and immunization-related information clearly and professionally to clients, families, caregivers, staff, healthcare providers, and community partners.
- Provides clinical consultation and guidance to nursing and other staff regarding vaccine administration, immunization schedules, contraindications, precautions, documentation, and program requirements.
- Builds and maintains effective relationships with community partners to support outreach, education, disease prevention, and access to immunization services.
- Communicates program goals, performance expectations, operational concerns, and recommendations to leadership.
- Provides health education using language and communication methods appropriate to the client's health literacy, cultural background, age, and individual needs.
- Works collaboratively with multidisciplinary teams to address barriers to vaccination and improve population health outcomes.
- Responds to questions and concerns from clients, families, staff, providers, and community partners in a timely, respectful, and solutions-oriented manner.
- Maintains appropriate confidentiality and protects sensitive patient, clinical, and program information in accordance with applicable laws, regulations, and policies.

BEHAVIORAL COMPETENCIES

The successful candidate should demonstrate:

- **Clinical Judgment:** Applies sound nursing judgment when assessing clients, evaluating immunization needs, identifying contraindications and precautions, and responding to adverse reactions.
- **Leadership:** Provides effective clinical direction, guidance, training, and support to staff while promoting accountability and professional practice.
- **Accountability:** Takes ownership of clinical responsibilities, program activities, documentation, vaccine accountability, and assigned outcomes.
- **Attention to Detail:** Maintains accurate clinical documentation, vaccine records, inventory records, temperature logs, reports, and other required documentation.
- **Communication:** Clearly communicates clinical information, program requirements, recommendations, and health education to diverse audiences.
- **Collaboration:** Works effectively with multidisciplinary teams, healthcare providers, schools, community organizations, and public health partners.
- **Cultural Responsiveness:** Provides respectful, equitable, culturally responsive, and patient-centered services to individuals and communities with diverse backgrounds and needs.
- **Problem Solving:** Identifies clinical, operational, and programmatic challenges and develops appropriate solutions within established policies and protocols.
- **Adaptability:** Adjusts effectively to changing public health priorities, patient volumes, staffing needs, emerging vaccine recommendations, outbreaks, and emergency situations.
- **Organization and Planning:** Effectively coordinates multiple clinical, administrative, outreach, and program responsibilities while meeting established deadlines.
- **Professionalism:** Demonstrates ethical conduct, sound professional judgment, respect for others, and commitment to public health nursing standards.
- **Continuous Improvement:** Uses data, program outcomes, quality measures, and feedback to identify opportunities to improve immunization services and patient outcomes.
- **Emergency Responsiveness:** Remains effective and organized during public health emergencies, outbreaks, mass vaccination events, and other high-demand situations.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Nursing from an accredited college or university.
- Current Georgia license to practice as a Registered Professional Nurse.
- Current CPR certification.

WORKING ENVIRONMENT

- Work is primarily performed in a clinical and public health office environment.
- The position requires regular interaction with patients, families, caregivers, healthcare providers, public health staff, community partners, and members of the public.
- Work may occur in health centers, community outreach locations, schools, childcare facilities, vaccination clinics, and other community-based settings.
- May require extended periods of standing, walking, sitting, and working at a computer.
- Requires the ability to perform clinical nursing duties, including vaccine administration and responding to patients requiring immediate clinical attention.
- May involve exposure to individuals with communicable diseases and requires adherence to applicable infection-prevention and control practices.
- Work may involve exposure to medical supplies, sharps, biological materials, and other materials commonly encountered in clinical settings.
- May require lifting, moving, or assisting with clinical supplies and equipment consistent with established workplace safety requirements.
- May require flexible scheduling, extended hours, evening or weekend activities, or work outside the employee's normal work location during vaccination campaigns, outbreaks, emergency response activities, or community events.
- May require participation in emergency-preparedness exercises and response activities, including mass vaccination, mass dispensing, sheltering, pandemic response, and other public health emergencies.
- Work may involve periods of high patient volume, rapidly changing priorities, and time-sensitive clinical or public health activities.
- Requires the ability to work effectively both independently and as part of a multidisciplinary team.
- Requires appropriate handling and protection of confidential patient, clinical, and program information.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at www.dph.georgia.gov

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not every applicant will receive an interview and only those selected for an interview will be notified.

Fingerprint Criminal Records Investigation Is Required

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

THE DEKALB COUNTY BOARD OF HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.