



Looking for Work That Matters?

We're Hiring! Join Our Team.

We are Accepting Applications for the Following Position: **Hourly Public Health Nurse (10387)**

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: 10/09/2026

APPLICATION DEADLINE: 11/09/2026

LOCATION: T.O. Vinson Health Center

DIVISION/DEPARTMENT: Clinical Services

SALARY INFORMATION: \$42.00 Hourly / JCCP Code T7001 / Pay Grade TPW

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 program requirements.

Essential Duties and Responsibilities

1. Immunization Program Leadership and Coordination

- 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.
- Coordinates immunization services with healthcare providers, schools, childcare facilities, community organizations, and other public health programs.
- Reviews program data, immunization coverage rates, service outcomes, and identified gaps to recommend improvements and increase access to vaccination.

2. Clinical Nursing and Immunization Services

- 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.
- 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.
- 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.

3. Vaccine Management, Quality Assurance, and Compliance

- 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.
- Ensures immunization services and clinical documentation comply with established protocols, policies, procedures, and current guidelines.
- Identifies potential gaps in vaccine management, clinical practices, and program operations and recommends corrective actions and process improvements.

4. Health Education and Community Outreach

- 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 health education to individuals, families, staff, and community groups to promote immunization awareness and prevent vaccine-preventable diseases.
- Applies principles of public and population health to immunization planning, service delivery, education, and evaluation.
- Develops and maintains community partnerships that support immunization outreach, education, and access to services.

5. Emergency Preparedness and Response

- 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.
- Supports emergency immunization activities and adjusts clinical and program responsibilities in response to outbreaks, disasters, staffing shortages, and other changing public health needs.

Collaboration and Communication

- Collaborates with nursing staff, healthcare providers, public health professionals, program managers, schools, childcare facilities, community organizations, and other stakeholders to coordinate immunization services and improve community health outcomes.
- Communicates clinical guidance, immunization requirements, program expectations, policy changes, and operational updates clearly and accurately to staff and partners.
- Provides clinical consultation and guidance regarding vaccine administration, recommended schedules, precautions, contraindications, vaccine storage and handling, documentation, and program requirements.
- Coordinates staff training, competency assessments, and information-sharing to promote consistent clinical practices and quality service delivery.
- Builds and maintains partnerships that support community outreach, vaccination access, health education, and prevention of vaccine-preventable diseases.

- Communicates program performance, immunization coverage trends, operational concerns, and recommendations for improvement to leadership.
- Provides clear, respectful, culturally responsive education to clients, families, caregivers, and community groups, considering health literacy, language needs, and individual circumstances.
- Responds to questions and concerns professionally and in a solutions-oriented manner, escalating clinical or operational issues when appropriate.
- Maintains confidentiality of patient information and sensitive clinical, personnel, and program records in accordance with applicable laws, policies, and professional standards.

Behavioral Competencies

- **Clinical Judgment:** Applies nursing knowledge, established protocols, and current immunization guidance to make sound clinical decisions and recognize potential contraindications, adverse reactions, and other concerns.
- **Leadership and Accountability:** Provides clinical direction, supports staff development, establishes expectations, and promotes adherence to program standards and responsibilities.
- **Attention to Detail:** Maintains accurate clinical documentation, vaccine inventory records, temperature logs, reports, and other required program records.
- **Analytical and Critical Thinking:** Reviews immunization data, identifies service gaps and population needs, evaluates program outcomes, and recommends evidence-informed improvements.
- **Communication:** Explains clinical and program information clearly, listens actively, and adapts communication to different audiences.
- **Collaboration:** Works effectively with multidisciplinary teams, community partners, and internal stakeholders to achieve program objectives.
- **Cultural Responsiveness:** Provides respectful, inclusive, and culturally appropriate services to individuals and populations with diverse backgrounds, needs, and circumstances.
- **Problem Solving and Decision-Making:** Identifies operational and clinical challenges, evaluates options, and takes appropriate action within the scope of authority and nursing practice.
- **Organization and Planning:** Coordinates clinical services, staff activities, vaccine resources, training, outreach, and competing priorities efficiently.
- **Adaptability:** Adjusts to changing patient volume, staffing needs, program requirements, and public health priorities.
- **Professionalism and Integrity:** Demonstrates ethical conduct, reliability, sound judgment, and compliance with confidentiality and professional standards.
- **Continuous Improvement:** Seeks opportunities to improve clinical quality, program efficiency, vaccine access, and client outcomes.
- **Emergency Responsiveness:** Responds appropriately to outbreaks, adverse reactions, emergencies, and other time-sensitive public health situations.

MINIMUM QUALIFICATIONS:

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

Working Environment

The position is based primarily in an office or clinical setting and involves regular interaction with patients, families, caregivers, healthcare providers, public health staff, and community partners. Work may also occur at health centers, schools, childcare facilities, community vaccination clinics, outreach events, and emergency-response locations.

The role requires frequent use of computers and electronic health records, clinical documentation, communication systems, and vaccine-management tools. Duties may involve prolonged periods of sitting, standing, and walking; administering vaccines; handling medical supplies and equipment; and following infection-control procedures. Exposure to communicable diseases, bodily fluids, sharps, and other clinical hazards may occur.

The position may require schedule flexibility, including occasional evenings, weekends, extended hours, and work outside the primary office during vaccination campaigns, outbreaks, emergencies, and community events. The employee must be able to manage competing priorities, maintain accuracy under pressure, protect confidential information, and work independently while collaborating with clinical teams and community partners.

Other Duties as Assigned

Performs other related nursing, clinical leadership, and immunization program duties as assigned.

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: brittany.leslie@dph.ga.gov.

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