

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



We are Accepting Applications for the Following Position: **Hourly Nurse Practitioner (10398)**

Founded in the 1920s and headquartered in Decatur, GA, the DeKalb Public 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: 10/02/2026

APPLICATION DEADLINE: 11/02/2026

LOCATION: Clifton Springs Health Center

DIVISION/DEPARTMENT: Clinical Services

SALARY INFORMATION: \$62.00 Hourly / Pay Grade TPW / Job Code T7001

DUTIES: Under general direction and supervision of the Clinical Director/Nurse Clinical Coordinator, the Nurse Practitioner (NP) provides comprehensive, patient-centered medical services to clients in a health center setting, with a primary focus on family planning and related reproductive and preventive health services. The Nurse Practitioner assesses, diagnoses, treats, counsels, educates, and manages patients in accordance with applicable laws, regulations, clinical standards, evidence-based practices, and organizational policies.

The Nurse Practitioner collaborates with the Medical Director, Clinical Director, Nurse Clinical Coordinator, nursing staff, clinical support personnel, and other healthcare and community partners in the management of patients. The position coordinates referrals, follow-up care, preventive health services, and continuity of care and supports efforts to improve access to quality healthcare services.

The Nurse Practitioner may provide services to diverse populations and is expected to demonstrate cultural responsiveness, professionalism, sound clinical judgment, and respect for patient autonomy, privacy, and confidentiality. The position may also participate in public health initiatives, quality improvement activities, health education, clinical training, community outreach, and other activities that support the health and well-being of individuals and communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Clinical Assessment & Patient Care

- Provides comprehensive medical services to health center clients within the Nurse Practitioner's authorized scope of practice and area(s) of certification.
- Performs comprehensive and focused health histories and physical examinations.
- Assesses, diagnoses, and manages acute, chronic, preventive, reproductive, and family planning-related health conditions as appropriate to the assigned clinical setting.
- Provides family planning counseling and services consistent with patient needs, clinical protocols, and applicable standards of care.
- Provides reproductive health assessments, counseling, education, and clinical services within the scope of practice.
- Develops individualized treatment and care plans based on patient assessment, clinical findings, medical history, patient preferences, and current evidence-based practices.
- Prescribes medications, treatments, and other therapies as authorized by Georgia law and organizational policies.
- Orders, performs, and interprets appropriate laboratory tests, diagnostic studies, screenings, and other clinical evaluations within the scope of practice.
- Identifies patients requiring additional evaluation, treatment, or specialized services and initiates appropriate referrals.
- Provides appropriate follow-up and monitors patient response to treatment and recommended interventions.
- Recognizes signs and symptoms requiring urgent or emergency medical intervention and takes appropriate action.

- Provides appropriate clinical management and consultation in collaboration with the Medical Director, Clinical Director, Nurse Clinical Coordinator, or other qualified healthcare professionals.
- Promotes preventive healthcare practices, risk reduction, health promotion, and disease prevention.
- Provides patient-centered education regarding reproductive health, family planning, medications, treatment plans, preventive care, and available community resources.
- Supports informed decision-making by providing patients with understandable and accurate information regarding available healthcare options.
- Maintains professional boundaries and respects patient autonomy, dignity, cultural beliefs, preferences, and confidentiality.

Family Planning & Reproductive Health Services

- Provides comprehensive family planning services consistent with the patient's clinical needs and the scope of services offered by the health center.
- Counsels patients regarding contraception, pregnancy planning, reproductive health, sexually transmitted infections, preventive health, and related health concerns.
- Provides or assists with appropriate contraceptive services, counseling, management, and follow-up within the authorized scope of practice.
- Assesses patient eligibility and medical appropriateness for family planning services in accordance with established clinical protocols.
- Provides pregnancy-related counseling and appropriate referrals when indicated.
- Supports screening, prevention, diagnosis, treatment, and follow-up for sexually transmitted infections and other reproductive health conditions within the scope of practice.
- Educates patients regarding reproductive health risks, prevention strategies, treatment options, and available resources.
- Promotes access to comprehensive and equitable reproductive and preventive healthcare services.
- Coordinates care with internal and external providers when patients require services outside the health center's scope of practice.

Care Coordination, Referrals & Follow-Up

- Coordinates referral and follow-up care with physicians, specialists, hospitals, laboratories, pharmacies, behavioral health providers, social services, and community organizations.
- Communicates relevant clinical information to appropriate providers while maintaining patient confidentiality and complying with applicable privacy requirements.
- Monitors referrals to promote continuity of care and appropriate follow-up.
- Reviews consultation reports, laboratory results, diagnostic findings, and other relevant clinical information and incorporates findings into the patient's plan of care.
- Identifies barriers to care and assists patients in accessing appropriate healthcare and community resources.
- Collaborates with healthcare team members to address complex patient needs and improve continuity of care.
- Participates in case discussions and clinical consultations when appropriate.
- Promotes coordination between primary care, specialty care, preventive services, and community-based resources.

Documentation, Medical Records & Clinical Data

- Maintains accurate, timely, complete, and confidential medical records in accordance with organizational policies and applicable laws and regulations.
- Documents patient assessments, diagnoses, treatment plans, medications, procedures, referrals, follow-up activities, patient education, and clinical outcomes.
- Reviews medical records for completeness, accuracy, and appropriate documentation.
- Use electronic health records and other approved information systems to document and retrieve patient information.
- Maintains accurate clinical and program-related data required for reporting, quality improvement, billing, regulatory compliance, and program monitoring.
- Protects confidential patient information and follows applicable privacy, security, and information-management requirements.
- Reviews clinical information and data to identify opportunities to improve patient care, access, outcomes, and service delivery.
- Supports required state, federal, grant, and organizational reporting activities as assigned.

Public Health & Preventive Health

- Promotes health prevention, health education, early detection, and risk reduction among health center clients.
- Participates in public health initiatives addressing reproductive health, sexually transmitted infections, chronic disease prevention, health disparities, and other assigned public health priorities.
- Identifies patients and populations who may experience barriers to healthcare access and assists in connecting them with appropriate services and resources.
- Supports health promotion and disease prevention activities within the health center and community.
- Participates in public health education, outreach, screening, and prevention activities as assigned.
- Apply current evidence, clinical guidance, public health recommendations, and professional standards to patient care.
- Supports efforts to improve access to culturally responsive, equitable, and patient-centered healthcare services.

Quality Improvement, Clinical Practice & Program Support

- Participates in quality improvement initiatives designed to improve clinical outcomes, patient safety, patient satisfaction, access to care, and operational efficiency.
- Monitors clinical practices and outcomes and identifies opportunities for improvement.
- Participates in chart reviews, audits, peer reviews, performance improvement activities, and other quality assurance processes as assigned.
- Assists in developing, implementing, and evaluating clinical protocols, procedures, workflows, and patient care practices.
- Maintains current knowledge of clinical guidelines, healthcare regulations, professional standards, and evidence-based practices.
- Participates in clinical meetings, staff meetings, case conferences, training, and professional development activities.
- Identifies opportunities to improve patient flow, care coordination, referral processes, documentation, and service delivery.
- Provides input regarding clinical policies, procedures, equipment, supplies, and program operations when appropriate.
- Participates in emergency preparedness and response activities consistent with the role and assigned responsibilities.

INTERAGENCY COLLABORATION & COORDINATION

- Establishes and maintains effective working relationships with physicians, nurses, healthcare providers, laboratories, pharmacies, hospitals, specialty providers, behavioral health professionals, social service agencies, community organizations, and other healthcare partners.
- Coordinates patient services with internal departments and external healthcare and community-based organizations.
- Collaborates with referral partners to promote timely access to specialty care, diagnostic services, treatment, and follow-up.
- Participate in multidisciplinary meetings, case conferences, workgroups, community partnerships, and other collaborative activities.
- Facilitates appropriate communication and information exchange among healthcare professionals while protecting confidential patient information.
- Identifies opportunities to strengthen coordination of care and reduce barriers to healthcare access.
- Supports collaborative strategies designed to improve health outcomes, preventive care, reproductive health services, and continuity of care.
- Represents the health center professionally during meetings, training, community activities, and other professional engagements as assigned.

COLLABORATION, COMMUNICATION & PROFESSIONAL PRACTICE

- Collaborate effectively with physicians, nurses, medical assistants, laboratory personnel, administrative staff, public health professionals, and other multidisciplinary team members.
- Communicates clearly, respectfully, and professionally with patients, families, healthcare providers, coworkers, and community partners.
- Translate clinical and health information into clear, understandable, and actionable information appropriate to the patient's level of health literacy.
- Uses active listening, patient-centered communication, and shared decision-making principles when interacting with patients.
- Communicates clinical concerns, changes in patient condition, abnormal findings, and other relevant information promptly to appropriate healthcare professionals.
- Maintains appropriate professional boundaries and demonstrates sound clinical judgment.
- Protects patient privacy and maintains confidentiality of medical, personal, and other sensitive information.
- Demonstrates professionalism, ethical conduct, cultural responsiveness, and respect when working with diverse populations.
- Participates in continuing education and maintains clinical competency within assigned areas of practice.
- Seeks consultation appropriately when patient needs exceed the Nurse Practitioner's scope of practice, experience, or available resources.
- Follows applicable federal and state laws, Georgia Board of Nursing requirements, professional standards, clinical protocols, and organizational policies.
- Maintains current required licenses, certifications, credentials, and professional competencies.

PATIENT EDUCATION & HEALTH PROMOTION

- Provides individualized education regarding family planning, reproductive health, preventive care, medications, treatment plans, and healthy behaviors.
- Assesses patient understanding and adapts communication based on health literacy, language, culture, developmental needs, and individual circumstances.
- Encourages patients to participate actively in decisions regarding their healthcare.
- Provides education regarding disease prevention, risk reduction, screening, and appropriate follow-up.
- Connects patients with appropriate educational materials, healthcare resources, and community services.
- Participates in health education events, outreach activities, presentations, and other health promotion activities as assigned.

BEHAVIORAL COMPETENCIES

- Demonstrates strong clinical judgment, critical-thinking, assessment, and problem-solving skills.
- Communicates clearly and professionally with patients, families, coworkers, healthcare providers, and community partners.
- Demonstrate compassion, empathy, patience, and respect in interactions with patients and colleagues.
- Build and maintain effective professional relationships across multidisciplinary teams and organizational levels.
- Demonstrates cultural humility and responsiveness when serving individuals from diverse backgrounds and communities.
- Demonstrates respect for patient autonomy, privacy, dignity, and informed decision-making.
- Effectively manages difficult conversations, sensitive health concerns, and differing perspectives in a professional manner.
- Demonstrates initiative and the ability to work independently while recognizing when consultation or additional clinical support is needed.
- Effectively prioritizes multiple patients, clinical responsibilities, documentation requirements, and competing priorities.
- Demonstrates attention to detail and commitment to accurate clinical documentation and patient safety.
- Use sound judgment when handling confidential, sensitive, or complex patient information.
- Demonstrates integrity, accountability, reliability, and ethical professional conduct.
- Adapts effectively to changing healthcare needs, clinical priorities, public health requirements, and organizational procedures.
- Demonstrates commitment to continuous learning, professional development, and evidence-based practice.
- Works effectively as part of a multidisciplinary healthcare team and independently when appropriate.
- Maintains composure and professionalism in stressful, urgent, or emotionally challenging situations.

WORKING ENVIRONMENT

- Work is primarily performed in a health center, clinical, office, community, and other public health settings.
- The position requires regular interaction with patients, families, healthcare professionals, public health staff, community organizations, and external healthcare partners.
- The position may require travel between health centers, county facilities, community locations, healthcare facilities, training sites, outreach events, and partner organizations.
- The position may involve varying environmental conditions associated with clinical, community, and public health settings.
- The position requires effective communication in person, by telephone, electronically, through electronic health records, and through other appropriate communication methods.
- The position requires the ability to collect, review, document, interpret, and communicate clinical and health information accurately and within established deadlines.
- The position requires the use of computers, electronic health records, medical databases, Microsoft Office applications, communication platforms, and other technology necessary to perform essential job functions.
- The position involves regular handling of confidential, protected, sensitive, medical, and personal information and requires strict compliance with applicable privacy, confidentiality, and data-security requirements.
- The position may involve interaction with individuals experiencing illness, emotional distress, behavioral concerns, or other challenging circumstances and requires appropriate communication, professional boundaries, and de-escalation practices.
- The position may participate in community outreach, health education, screening events, public health activities, emergency preparedness activities, and other assignments outside the traditional clinical setting.
- The position may occasionally require evening or weekend assignments based on program or community needs.
- The position requires the ability to respond appropriately to urgent clinical situations and follow established emergency and safety procedures.
- Reasonable accommodation will be considered for qualified individuals with disabilities to enable performance of the essential functions of the position.

MINIMUM QUALIFICATIONS: Doctorate or Master's degree in Nursing from an accredited college or university and/or other education requirements approved by the Georgia Board of Nursing;

AND

Certification in the specialty area(s) approved by the Georgia Board of Nursing;

AND

Georgia license as a Registered Professional Nurse;

AND

Georgia license as an Advanced Practice Registered Nurse (APRN);

AND

Current CPR certification.

PREFERRED QUALIFICATIONS: Master's or Doctoral degree in Nursing.

- Experience providing family planning, reproductive health, women's health, primary care, or preventive health services.
- Experience working in a public health, community health center, federally qualified health center, or other safety-net healthcare setting.
- Experience providing services to diverse or underserved populations.
- Experience coordinating referrals and follow-up care across multiple healthcare systems or community organizations.
- Experience providing health education, counseling, outreach, or community-based healthcare services.
- Experience working with electronic health records and clinical data systems.
- Experience participating in quality improvement, program evaluation, chart review, clinical audits, or performance improvement activities.
- Experience working collaboratively with multidisciplinary healthcare and public health teams.
- Bilingual or multilingual skills applicable to the populations served.
- Experience with sexually transmitted infection prevention, reproductive health, family planning, HIV prevention, or other related public health programs.

OTHER DUTIES:

Performs other duties as assigned that are consistent with the position's scope of practice, qualifications, and organizational needs.

NOTE: Employment with DeKalb Public 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. We have the right to close any position at any time.

Fingerprint Criminal Records Investigation Is Required

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

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

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.