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

DeKalb PUBLIC HEALTH

We are Accepting Applications for the Following Position:

Immunization Program Public Health Nurse 2(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: 11/18/2026 **APPLICATION DEADLINE:** 12/18/2026

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, clinical oversight, and program leadership for the Immunization Program. This position is responsible for coordinating, implementing, monitoring, and evaluating immunization services in accordance with established nurse protocols, clinical policies, procedures, and current immunization guidelines.
Serves as a Public Health Nurse and provides clinical guidance, supervision, training, and support to nursing and other immunization program staff.

Oversees vaccine accountability, inventory management, proper storage and handling, temperature monitoring, clinical documentation, quality assurance, and compliance with applicable federal, state, and local immunization program requirements. Applies principles of public and population health to immunization services, community outreach, health education, program planning, and evaluation.
The position works collaboratively with healthcare providers, schools, childcare facilities, community organizations, and public health partners to increase immunization access, prevent vaccine-preventable diseases, and improve community health outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Clinical Nursing and Immunization Services

1. Provides professional public health nursing services and clinical oversight for immunization program operations in accordance with established nurse protocols, policies, procedures, and current immunization guidelines.
2. Conducts nursing assessments and reviews patient immunization histories to identify missing or overdue vaccines and determine eligibility for recommended immunizations.
3. Evaluates clients for vaccine contraindications, precautions, and special immunization considerations in accordance with established clinical protocols.
4. Administers childhood, adolescent, and adult vaccines in accordance with recommended immunization schedules, established nurse protocols, and applicable clinical requirements.
5. Provides direct nursing care during routine immunization clinics, school-entry vaccination activities, community outreach events, disease outbreaks, and periods of increased patient volume.
6. Monitors clients following vaccine administration, recognizes and responds appropriately to adverse reactions, and ensures required documentation, reporting, and follow-up.
7. Educates clients, parents, and caregivers regarding vaccine recommendations, immunization schedules, vaccine safety, possible adverse reactions, and the importance of completing multidose vaccine series.
8. Conducts comprehensive assessments of clients' healthcare and immunization needs and develops, implements, and modifies nursing plans of care based on individual conditions and responses.
9. Screens clients and facilitates referrals to healthcare providers, community programs, and other appropriate health resources.

10. Ensures nursing services are delivered in accordance with professional nursing standards, established clinical protocols, and applicable laws and regulations.

Program Supervision and Clinical Leadership

11. Plans, organizes, coordinates, monitors, and evaluates immunization program activities to ensure established goals, objectives, and performance standards are achieved.
12. Provides day-to-day clinical leadership, guidance, and support to nursing and other immunization program staff.
13. Coordinates staff assignments, clinic schedules, workflow, and operational activities to support effective delivery of immunization services.
14. Provides training, orientation, clinical consultation, and competency assessments related to vaccine administration, immunization procedures, documentation, and program requirements.
15. Monitors staff compliance with established clinical protocols, infection prevention practices, documentation standards, and immunization program procedures.
16. Identifies staff training needs and recommends opportunities for professional development and improvement of clinical practices.
17. Evaluates program performance, identifies operational challenges, and recommends strategies to improve service delivery and patient outcomes.
18. Communicates program goals, performance expectations, operational concerns, and recommendations to departmental leadership.

Vaccine Management, Quality Assurance, and Compliance

19. Oversees vaccine inventory, ordering, distribution, accountability, storage, handling, and temperature monitoring in accordance with applicable requirements.
20. Ensures appropriate maintenance of vaccine temperature logs, inventory records, administration records, and other required program documentation.
21. Monitors vaccine storage equipment and ensures established emergency vaccine-management procedures are followed.
22. Supports compliance with applicable federal, state, and local immunization program requirements, including Vaccines for Children (VFC) program requirements, when applicable.
23. Reviews clinical records, vaccine documentation, and program reports to ensure accuracy, completeness, and compliance with established standards.
24. Identifies documentation deficiencies, vaccine management concerns, and quality assurance issues and implements or recommends corrective actions.
25. Ensures adherence to infection prevention, patient safety, confidentiality, and clinical quality standards.

Public Health Outreach and Community Engagement

26. Applies principles of public and population health to immunization planning, service delivery, health education, and program evaluation.
27. Identifies populations at increased risk for vaccine-preventable diseases and develops targeted interventions to address community immunization needs.
28. Coordinates immunization services with healthcare providers, schools, childcare facilities, community organizations, and other public health programs.
29. Develops and maintains community partnerships to support immunization outreach, education, and access to services.
30. Provides health education to individuals, families, staff, and community groups to promote immunization awareness and disease prevention.
31. Reviews immunization coverage rates, service outcomes, program data, and identified gaps to recommend improvements and increase vaccination access.
32. Collaborates with multidisciplinary public health teams to address barriers to vaccination and improve population health outcomes.

Emergency Preparedness and Response

33. Participates in emergency preparedness planning, drills, and exercises involving pandemic influenza, mass vaccination, mass dispensing, mass sheltering, and biological or chemical incidents.
34. Provides nursing care and immunization services to populations with special needs during public health emergencies and disasters.
35. Coordinates immunization program resources, staffing, and clinical operations during outbreaks, emergency response activities, and mass vaccination events.
36. Supports public health emergency response efforts in accordance with departmental emergency operations plans and established protocols.
37. Performs other related nursing, supervisory, 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.
- Communicates clinical and immunization-related information clearly and professionally to clients, families, caregivers, staff, healthcare providers, and community partners.
- Provides clinical consultation and guidance 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 communication methods appropriate to the client's health literacy, cultural background, age, and individual needs.
- Responds to questions and concerns from clients, families, staff, providers, and community partners in a timely, respectful, and solutions-oriented manner.
- Maintains 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.
- **Clinical Leadership:** Provides effective nursing guidance, training, direction, and support to staff while promoting accountability and professional practice.
- **Program Management:** Coordinates immunization program operations, staffing, resources, and performance objectives.
- **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, and reports.
- **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.
- **Problem Solving:** Identifies clinical, operational, and programmatic challenges and develops appropriate solutions.
- **Adaptability:** Adjusts effectively to changing public health priorities, patient volumes, staffing needs, emerging vaccine recommendations, outbreaks, and emergencies.
- **Organization and Planning:** Coordinates multiple clinical, administrative, outreach, and program responsibilities while meeting established deadlines.
- **Professionalism:** Demonstrates ethical conduct, sound professional judgment, and commitment to public health nursing standards.
- **Continuous Improvement:** Uses data, program outcomes, quality measures, and feedback to improve immunization services.
- **Emergency Responsiveness:** Remains effective and organized during public health emergencies, outbreaks, mass vaccination events, and other high-demand situations.

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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.
- This position may be required to participate in scheduled community outreach events, health fairs, school-based immunization activities, vaccination campaigns, and other public health initiatives that may occur during evening hours and on weekends. Flexible scheduling and occasional work outside normal business hours may be necessary to meet program needs and support community access to immunization services.
- 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.
- Other duties as assigned.

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: brittany.leslie@dph.ga.gov

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