

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

**POSITION: PUBLIC HEALTH NURSE COORDINATOR**

**Posting # 2025-0518ksa**

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 45 – 51, \$27.15 - \$31.19 per hour / \$2,172.36 - \$2,495.38 Bi Weekly**  
Salary will be determined upon experience and or education

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: May 16, 2018**

**CLOSING DATE: May 30, 2018**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### **JOB SUMMARY:**

Under general direction of the Division Director-Family Health Services or a Bureau Director-Nursing, coordinates programs and/or clinics in the Nursing Division of the Utah County Health Department related to immunizations, epidemiology, or communicable diseases.

### **DUTIES INCLUDE:**

**Coordinates** services of assigned program; assigns and evaluates work; conducts performance appraisals and provides input for staffing decisions including hiring, retention, and discipline; orients new nurses to the program; ensures adequate training of staff including providing weekly in-service training.

**Monitors** program activities to ensure compliance with county and state regulations, and administrative procedures; assists in the development and implementation of policies, procedures, and standards, and in the overall evaluation of the program.

**Coordinates** services with other programs and with related state, federal, and local agencies and/or other county departments; coordinates specialty, multi-disciplinary, and multi-agency clinics as assigned.

**Performs** or assists with all duties within the program as needed to ensure coverage and efficient operation of the program.

**Performs** nursing assessments and tests clients for various medical conditions; maintains test results, patient charts, and any other patient information; coordinates client care with primary and secondary physicians; assists clients with psycho-social needs; refers clients to support groups and related community services.

**Coordinates** and advocates community health education; educates and counsels clients in their homes and in public clinics; teaches health care classes in schools, agencies, institutions, clubs, and other community groups.

**Completes** applicable assessments, forms, statistics, logs and reports on services.

### **Immunizations**

**Maintains** an accurate inventory of vaccine and related supplies; follows chain of custody standards; ensures

expiration dates are adhered to; ensures proper storage and serves as first responder to refrigerator alarm.

**Coordinates** all immunization clinics including satellite, permanent, and mass clinics.

**Maintains** professional working relationships with vaccine representatives, reads professional articles, and attends meetings and seminars to stay abreast of latest protocol including possible recalls and changes to dosing, strength, uses etc.

**Works** with the Executive Director-Health to ensure standing orders for vaccines are current.

**Updates** educational materials including vaccine information statements to ensure accurate information is given to the public regarding followup, side effects etc.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Basic Knowledge of:** supervisory techniques and Personnel Rules and Regulations.

**Considerable Knowledge of:** nursing theory, assessment, and intervention; Health Department nursing functions and related policies and procedures.

**Skill in:** oral and written communication; using the computer and basic applications or programs; nursing procedures including emergency first aid, CPR, injections, venipuncture, and use of health screening equipment; teaching or giving presentations to small or large groups.

**Ability to:** establish and maintain cooperative relationships with clients, physicians, health care providers, and the state health department; interact in a professional manner with people from varied educational and cultural backgrounds; keep organized and accurate records of clients, cases, and events; effectively supervise and train others and evaluate performance.

**REQUIREMENTS FOR EMPLOYMENT:**

Bachelor's degree in nursing from an accredited college or university plus four (4) years of related registered nurse work experience OR an associate's degree in nursing from an accredited college or university plus six (6) years of related registered nurse work experience.

Preference may be given to applicants with supervisory or lead experience.

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.**

**LICENSURE/CERTIFICATIONS:**

Applicant must possess either a current State of Utah Registered Nurse license, a current State of Utah Temporary Registered Nurse license, or a current out-of-state Registered Nurse license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Registered Nurse license during the probationary period for new hires or during the trial period for promoted County employees. Incumbents must possess CPR and first aid certifications.

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.