

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 - Immunization

Posting# 2025-0116md

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; \$2,105 bi-weekly - \$26.31 per hour

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

OPENING DATE: January 11, 2016

CLOSING DATE: January 26, 2016

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.

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.

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

Communicates all pertinent information to the Executive Director-Health, the Division Director and/or Bureau Director and communicates with the Risk Communicator/Public Information Officer (PIO) to determine appropriate statements and responses to the public regarding program(s).

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.

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: *Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.*

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.

LICENSURE/CERTIFICATIONS:

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

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 Personnel 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 Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

