UTAH COUNTY OFFICE OF PERSONNEL MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ **Email: ucpersonnel@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.

Position is Based on Grant Funding

POSITION: PUBLIC HEALTH NURSE COORD. Nurse-Family Partnership Home Visitation Prog. Posting# 992025-0415md

REQUIRED ATTACHMENTS TO APPLICATION:
• **Supplemental Documents**: *Supplemental Questionnaire*
• **College transcripts and/or diploma if related to position - <u>internet printouts & photocopies are acceptable</u>**
• **required licensure**

SALARY RANGE: Step 45; $2,064 bi-weekly - $25.80 per hour (plus benefits package)
Step increase available after completing probation and annually thereafter.

OPENING DATE: March 20, 2015   **CLOSING DATE:** April 3, 2015
The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time 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 the Home Visitation Program.

DUTIES INCLUDE:
Orients, builds confidence and skill of the home visitation staff. Assesses and develops strategies to address knowledge and skill gaps. Assigns client caseloads and monitors staff's availability to build and manage caseload. Ensures all staff attend education sessions required.
Participates in the preparation and monitoring of the program's budget. Monitors the program's contract and fulfills its requirements. Orders materials required by the program in a timely manner.
Organizes and participates in the community advisory board and its meetings. Develops and maintains community referral sources for the program. Oversees timely and accurate data input of home visits. Ensures utilization of concepts and principles of the associated program.
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.

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. 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**.

LICENSING AND CERTIFICATION:

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 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

Utah County
HEART of UTAH