

*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: NURSING SERVICES COORDINATOR - aDDAPT**

Posting# 2356-0814md

### REQUIRED ATTACHMENTS TO APPLICATION:

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

**STARTING SALARY: Step 44; \$25.20 per hour, \$2,016 bi-weekly** *plus benefits package*  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** July 17, 2014

**CLOSING DATE:** August 1, 2014

*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 Foothill Residential Treatment Program Manager and the department's Medical Director, coordinates nursing services of the Utah County Department of Drug and Alcohol Prevention and Treatment.

### DUTIES INCLUDE:

**Screens** for infectious diseases; administers, reads, and records results of TB testing.

**Oversees** the monitoring of client vital signs and the administration of client medication.

**Maintains** accountability of all controlled substances and prescription medications according to state law.

**Provides** case management for client healthcare needs; maintains medical charts and records and coordinates client care with primary and secondary physicians. Assists clients with psycho-social needs and refers to support groups and related community services.

**Provides** health education and Recovery Plus to residential clients.

### EVALUATION AND SELECTION FACTORS INCLUDE:

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

**Considerable Knowledge of:** nursing theory, assessment, and intervention; psychological and sociological conditions and issues related to human development and substance abuse; Department of Drug and Alcohol Prevention and Treatment nursing functions and related policies and procedures.

**Skill in:** oral and written communication; reading, writing, grammar, and basic math; using a computer and basic software applications; 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. Selected applicants are subject to, and must pass, a full background check.*

Bachelor degree in Nursing from an accredited college or university plus four (4) years of related registered nurse work experience OR an associate 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:**

- Applicants 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 or obtain CPR and first aid certifications during the probationary period.
- Applicants must possess a current valid 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.



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