

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PUBLIC HEALTH NURSE COORDINATOR
CLASS CODE: 2025

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 3/10/2015 (REVISED 01/30/2012 VERSION)
DEPARTMENT: HEALTH

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.

GENERAL ESSENTIAL DUTIES

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.

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).

Responds to public health emergencies as required by the department or division administration. Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

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ESSENTIAL DUTIES SPECIFIC TO ASSIGNED FUNCTION

Incumbents may be assigned duties from either of the following functions:

Epidemiology

Coordinates and monitors epidemiological investigations. Acts as a consultant on epidemiological issues for all programs within the department; serves as a statistical resource. Participates in and performs follow-up on outbreaks.

Designs and implements tools for collecting data related to recurring complaints of disease outbreaks. Analyzes and summarizes data obtained from epidemiological investigations and develops conclusions and recommendations for appropriate treatment, health care action and/or policy.

Determines prevalence and incidence of disease and/or adverse health conditions. Designs and implements a passive/active communicable disease surveillance system. Determines when to initiate surveillance of new disease syndrome.

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 affects etc.

Home Visitation

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.

KNOWLEDGE, SKILLS, AND ABILITIES

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.

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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.

PHYSICAL DEMANDS

Regularly: sits, stands, walks, and stoops; works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of color; communicates via pagers and cellular phones.

Occasionally: lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an environmentally controlled setting such as an office, school, or client's home, but may require daily travel from one work site to another. Work requires frequent contact with the public which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations including confrontational, emotionally charged, or uncomfortable circumstances. Work exposes incumbent to contagious or infectious diseases or hazardous chemicals and requires the use of protective devices such as masks, goggles, and gloves.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS

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'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.

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.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.