

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: NURSING SERVICES COORDINATOR  
CLASS CODE: 2356

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISORY

EFFECTIVE DATE: 8/12/2014  
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT

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## **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.

## **ESSENTIAL FUNCTIONS**

Coordinates and monitors medical needs and services for clients at Foothill Residential Treatment Center including conducting nursing assessments of all social detox/residential clients.

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.

Ensures nursing services comply 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.

Assigns and evaluates work. Ensures adequate training of staff including providing weekly in-service training.

Conducts performance appraisals and provides input for staffing decisions including hiring, retention, and discipline.

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.

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

Responds to client 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.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

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

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**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.

### **PHYSICAL DEMANDS**

**Regularly:** sits, stands, walks, and stoops; works for sustained periods of time maintaining concentrated attention to detail; communicates through electronic devices and/or media.

**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. Work requires interaction with clients who may be agitated or otherwise upset which exposes the incumbent to unpredictable and possibly dangerous situations including confrontational, emotionally charged, or uncomfortable circumstances. Work may expose 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 SPECIAL REQUIREMENTS**

- 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.
- Three years of Registered Nurse work experience of which one year is in behavioral health or a directly related setting OR two years of Registered Nurse work experience in behavioral health or a directly related setting.
- Applicants must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of 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.

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.