DISTRICT HEALTH DEPARTMENT NO. 2
JOB POSTING

Job Classification: One (1) Full-time Public Health Program Nurse Coordinator

Base Site: West Branch

Grade: 9A

Rate of Pay: Starting $24.58 hour – Step 5 $29.89 hour

The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as gender guidelines to be considered along with other job-related selection or promotional criteria.

General Summary
Under the supervision of the Community Health Director, coordinates public and community health programs. This position oversees minimum program requirements and has a continuous quality improvement focus regarding regulatory compliance and survey readiness. Coordinates programs and provides guidance to staff related to program requirements. Works as part of the health care team to assure smooth, receptive services to the community and displays cohesive teamwork. Frequent travel required.

Essential Functions
• Communicates with numerous medical providers and community services to promote program services and best-practices.
• Participates in local and statewide meetings and leads local staff meetings.
• Assurance to policy and program requirements in close communication with the Community Health Director.
• Prepares for and participates in program reviews conducted by Michigan Department of Health and Human Services and other regulatory bodies, including preparation and fidelity to accreditation standards. Assures that program staff are aware of and follow policies laid out by regulatory bodies and District Health Department No. 2 policy.
• Participates in Continuous Quality Improvement and Performance Management activities.
• Maintains client records and privacy per HIPAA/Confidentiality policies.
• Requires flexibility as the needs of the division change with programmatic and funding requirements.
• Other duties as assigned.

This list is not inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Education/Training
• Possession of Bachelor of Science in Nursing (BSN) is required.
• Must have knowledge of the opioid epidemic and impact on the community and able to work with community groups for solutions.
• Knowledge of personal health services such as birth control provision, HIV, Hepatitis C, and STI testing using evidenced-based practice.
• Ability to provide services to vulnerable populations in a culturally competent and non-judgmental manner.

Other Requirements
• Possession of a current license to practice as a Registered Nurse in the State of Michigan.
• Successful completion of BLS certification is a condition of continued employment.
• Valid Michigan driver's license; or the ability to have personal transportation provided.
• Initial/annual training pertaining to OSHA’s Blood Borne Pathogen Standard is a condition of continued employment.
• Computer proficiency with Microsoft Office 365.

Applications are available at Health Department offices or online at www.dhd2.org. Submit application/resume to District Health Department No. 2, 630 Progress St. West Branch, MI 48661 or by e-mail to vsherosky@dhd2.org. This position is opened until filled.

District Health Department No. 2 is an Equal Opportunity Employer